



**A G E N D A**  
**CITY OF WAUPUN COMMON COUNCIL MEETING**  
201 E Main Street, Waupun WI 53963  
Tuesday, March 10, 2020 at 6:00 PM

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

**ROLL CALL**--Mayor to excuse any absent members

**PERSONS WISHING TO ADDRESS COUNCIL**--*State name, address, and subject of comments. (2 Minutes)*

***No Public Participation after this point.***

**CONSENT AGENDA** (Roll Call Motion) ***Items under the consent agenda may be acted upon by one motion.***

*It is the judgment of any Board Member that any item may be moved to later on the agenda for discussion and/or action.*

1. Future Meetings & Gatherings, License and Permit Applications, Expenses

***BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES***

2. Community Development Authority 11-19-19
3. Public Works 1-14-20
4. Common Council 1-14-20
5. Plan Commission 1-15-20
6. Special Common Council 1-28-20
7. Utility Commission 2-10-20
8. Common Council 2-11-20
9. Library Board 2-17-2020
10. Special Common Council 2-25-20

***DEPARTMENT REPORTS***

11. Library
12. Building Inspector
13. Recreation
14. Police Department
15. Public Works
16. Fire Department
17. 03-2020 Utility Reports
18. Administrator

**ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION-ACTION**

**RESOLUTIONS AND ORDINANCES:**

19. Ordinance to amend Ch. 9.02(2)(m) entitled Public Nuisances Affecting Health - Service Dog Exclusion

**CONSIDERATION - ACTION**

20. Authorization to Fill Lieutenant and Patrol Officer Vacancy
21. Recommendation to Revise Vacation Policy in Employee Handbook
22. Approve Finance Director Job Description and Authorization to Fill
23. Approve Accounting Specialist Job Description and Authorization to Fill

**BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS** (Roll Call Motion)

[24.](#) 2020 Asphalt bids

**CLOSED SESSION**

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (c)(e) of the WI Statutes for:  
(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

25. Promotion, Compensation or Performance Evaluation of City Staff

26. Negotiation of Property Located at 520 McKinley Street

27. Negotiation of Developer's Agreement for Tanager Street in TID 8

**OPEN SESSION**

The Waupun Common Council will reconvene in open session under Section 19.85(2) of the WI Statutes.

**ACTION FROM CLOSED SESSION**

**ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*



# AGENDA SUMMARY SHEET

**MEETING DATE:** 3/10/2020

**TITLE:** Future Meetings & Gatherings, License and Permit Applications, Expenses

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Angela Hull, Clerk

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

**ISSUE SUMMARY:**

The Consent Agenda consist of future meetings and gatherings of the Common Council and consideration of licenses and permits and payment of expenses.

**Future Meetings and Gatherings**

Tuesday, March 31, 2020	Committee of the Whole	5:30pm	City Hall
Tuesday, April 14, 2020	Common Council	6:00pm	City Hall
Tuesday, April 21, 2020	Seating of the 2020 Council	5:30pm	City Hall

**License and Permit Applications**

**TEMPORARY OPERATOR LICENSE:**

None

**OPERATOR LICENSE:**

Abigail Horvath, Keisha Kavonius, Makayla Salzman, Hale Hartgerink

**TEMPOARY CLASS B LICENSE:**

None

**STAFF RECOMENDATION:**

Approve the Consent Agenda

**ATTACHMENTS:**

Expense Report

**RECOMENDED MOTION:**  
Motion to approve the Consent Agenda. (Roll Call)

## Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
03/05/2020	99585	AIRGAS USA, LLC	463.52
03/05/2020	99586	ALLIANT ENERGY/WP&L	4,726.55
03/05/2020	99587	ALLIED 100	169.00
03/05/2020	99588	ASSOCIATED APPRAISAL CONSULTA	2,467.66
03/05/2020	99589	AT & T	159.40
03/05/2020	99590	BADGER STATE INDUSTRIES	68.26
03/05/2020	99591	BALLWEG IMPLEMENT	54.57
03/05/2020	99592	BRZEZINSKI, BRAD	44.68
03/05/2020	99593	CAPITAL NEWSPAPERS	166.46
03/05/2020	99594	CHARTER COMMUNICATIONS	490.00
03/05/2020	99595	CNA SURETY	30.00
03/05/2020	99596	CONSULTANTS LABORATORY-FDL	120.00
03/05/2020	99597	CONWAY SHIELD	8,573.10
03/05/2020	99598	DEMAA JR., WILLIAM	29.98
03/05/2020	99599	DESTINATION LAKE WINNEBAGO RE	3,262.44
03/05/2020	99600	MARTENS ACE HARDWARE	1,885.64
03/05/2020	99601	FIRE SAFETY USA INC	115.00
03/05/2020	99602	SIGNARAMA	248.20
03/05/2020	99603	FOND DU LAC COUNTY	9,783.60
03/05/2020	99604	GRAND VALLEY INSPECTION SERVIC	2,858.59
03/05/2020	99605	GUNDERSON, INC.	168.79
03/05/2020	99606	HOME CONTRACTORS & SUPPLY INC	83.46
03/05/2020	99607	IEH AUTO PARTS LLC	7.79
03/05/2020	99608	JOHN FABICK TRACTOR CO	1,325.00
03/05/2020	99609	KAST, MICHELLE	126.50
03/05/2020	99610	KINDSCHI ENTERPRISES LLC	100.00
03/05/2020	99611	LEE RECREATION LLC	690.00
03/05/2020	99612	LIFESTAR EMERGENCY MEDICAL	3,500.00
03/05/2020	99613	MSA PROFESSIONAL SERVICES INC.	1,820.00
03/05/2020	99614	MARCO TECHNOLOGIES LLC	57.20
03/05/2020	99615	MARQUETTE UNIVERSITY	188.00
03/05/2020	99616	MENARDS - BEAVER DAM	1,276.62
03/05/2020	99617	MONROE TRUCK EQUIPMENT, INC	99,494.59
03/05/2020	99618	NAPA AUTO PARTS-WAUPUN	1,359.53
03/05/2020	99619	NICKEL, JULIE	40.00
03/05/2020	99620	NORTHERN PIPE INC	7,836.30
03/05/2020	99621	OSHKOSH OFFICE SYSTEMS	334.30
03/05/2020	99622	PERKINS OIL	125.94
03/05/2020	99623	PETTY CASH-POLICE DEPT.	50.00
03/05/2020	99624	PFALZGRAF, JOSEPH	111.31
03/05/2020	99625	PIGGLY WIGGLY DISCOUNT FOODS	124.85
03/05/2020	99626	PITNEY BOWES	640.17
03/05/2020	99627	PURCHASE POWER	11.94
03/05/2020	99628	REINDERS INC.	62.85
03/05/2020	99629	STAPLES CREDIT PLAN	266.50
03/05/2020	99630	STEINIG TAL KENNEL LLC	950.00
03/05/2020	99631	SIA INSURANCE SERVICES	1,681.60
03/05/2020	99632	STICKS AND STONES	416.25
03/05/2020	99633	SURE FIRE, INC.	441.25
03/05/2020	99634	SYMBOLARTS	250.00



Check Issue Date	Check Number	Payee	Amount
03/05/2020	99635	TRUCK COUNTRY	306.99
03/05/2020	99636	TRU CLEANERS LLC	4,012.68
03/05/2020	99637	UNIFORM SHOPPE	920.59
03/05/2020	99638	US CELLULAR	1,473.55
03/05/2020	99639	VANBUREN, SARAH	57.15
03/05/2020	99640	VANDE ZANDE & KAUFMAN, LLP	3,660.00
03/05/2020	99641	VON BRIESEN & ROPER, S.C.	798.00
03/05/2020	99642	WAUKESHA CTY TECH COLLEGE	170.00
03/05/2020	99643	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
03/05/2020	99644	WAUPUN EQUIPMENT COMPANY, INC.	242.00
03/05/2020	99645	WAUPUN UTILITIES	520.00
03/05/2020	99646	WELLS FARGO PAYMENT REMITT.	4,517.32
03/05/2020	99647	WESTPHAL	270.00
03/05/2020	99648	WI CITY/COUNTY MANAGEMENT	152.29
03/05/2020	99649	WI DEPT OF JUSTICE	63.00
03/05/2020	99650	ZERO WASTE USA	182.39
03/05/2020	99651	KAMINSKI, RACHEL	62.68
03/05/2020	99652	PRECISIONCHEM LLC	135.00
03/05/2020	99653	MARCO TECHNOLOGIES LLC	244.86
03/05/2020	99654	ENVISION GREATER FOND DU LAC IN	60.00
Grand Totals:			<u>178,105.89</u>

Report Criteria:

Report type: Summary

## Report Criteria:

[Report].Invoice Date = 03/05/2020

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>987 AIRGAS USA, LLC</b>				
9098638872	Gas cylinders/hazmat handling	03/05/2020	463.52	100-70-5411-3-36
Total 987 AIRGAS USA, LLC:			463.52	
<b>1174 ALLIANT ENERGY/WP&amp;L</b>				
5374620000-FEB20	Aquatic Center	03/05/2020	100.63	100-20-5523-3-32
5946940000-FEB20	Police Dept - monthly fuel charges	03/05/2020	507.26	100-40-5211-3-32
5946940000-FEB20	Fire Dept - monthly fuel charges	03/05/2020	285.34	100-50-5231-3-32
1780510000-FEB20	CITY HALL monthly fuel charges	03/05/2020	1,238.89	100-70-5410-3-32
2831330000-FEB20	community center monthly fuel	03/05/2020	119.38	100-70-5410-3-32
2831330000-FEB20	community center monthly fuel - school portion	03/05/2020	596.92	100-70-5410-3-32
2831330000-FEB20	community center monthly fuel - hockey portion	03/05/2020	477.54	100-70-5410-3-32
3264610000-FEB20	Garage monthly fuel	03/05/2020	1,400.59	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			4,726.55	
<b>1175 ALLIED 100</b>				
1555732	AED batteries	03/05/2020	169.00	100-40-5212-3-38
Total 1175 ALLIED 100:			169.00	
<b>1787 ASSOCIATED APPRAISAL CONSULTAN</b>				
147220	Monthly services - March 2020	03/05/2020	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
<b>1904 AT &amp; T</b>				
7924JAN/FEB20	Police Dept monthly phone charges	03/05/2020	159.40	100-40-5211-3-31
Total 1904 AT & T:			159.40	
<b>3072 BADGER STATE INDUSTRIES</b>				
927-174208	bank deposit slips	03/05/2020	68.26	100-10-5141-3-38
Total 3072 BADGER STATE INDUSTRIES:			68.26	
<b>4015 BALLWEG IMPLEMENT</b>				
P81222	seal/o-ring - to repair oil leak	03/05/2020	35.89	100-70-5411-3-36
P81320	bolts/nuts	03/05/2020	20.60	100-70-5411-3-36
P81548	knob	03/05/2020	16.81	100-70-5411-3-36
P80071	wiring harness	03/05/2020	20.34	100-70-5411-3-36
P81319	credit	03/05/2020	39.07	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			54.57	
<b>6345 BRZEZINSKI, BRAD</b>				
3-5-20	Reimburse meals - WI Active Shooter Conf	03/05/2020	44.68	100-40-5211-3-37
Total 6345 BRZEZINSKI, BRAD:			44.68	
<b>7058 CAPITAL NEWSPAPERS</b>				
1690812	Ordinance	03/05/2020	61.11	100-10-5110-3-35
1691120	election Notice Feb 2020	03/05/2020	33.43	100-10-5142-3-35
1690466	bid ad - asphalt paving	03/05/2020	71.92	100-70-5420-3-35

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 7058 CAPITAL NEWSPAPERS:			166.46	
<b>10048 CHARTER COMMUNICATIONS</b>				
3194-FEB20	PD - Ethernet Instate MBPS	03/05/2020	490.00	100-40-5211-3-38
Total 10048 CHARTER COMMUNICATIONS:			490.00	
<b>10338 CNA SURETY</b>				
3-5-20	May2020-May2024 Notary Bond Kast	03/05/2020	30.00	100-10-5153-3-38
Total 10338 CNA SURETY:			30.00	
<b>10468 CONSULTANTS LABORATORY-FDL</b>				
1WPD-FEB20	legal blood draws	03/05/2020	120.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			120.00	
<b>10476 CONWAY SHIELD</b>				
0452776-IN	turnout gear	03/05/2020	8,573.10	410-50-5231-4-00
Total 10476 CONWAY SHIELD:			8,573.10	
<b>11067 DEMAA JR., WILLIAM</b>				
3-5-20	USB's	03/05/2020	29.98	100-50-5232-3-38
Total 11067 DEMAA JR., WILLIAM:			29.98	
<b>11275 DESTINATION LAKE WINNEBAGO REGION</b>				
3-5-20	70% Of January Room Tax	03/05/2020	3,262.44	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			3,262.44	
<b>12700 MARTENS ACE HARDWARE</b>				
FEB2020	clothing allow	03/05/2020	775.00	100-12634
FEB2020	batteries	03/05/2020	29.98	100-40-5212-3-38
FEB2020	UPS postage	03/05/2020	19.94	100-50-5231-3-33
FEB2020	Knox box maint - FD	03/05/2020	39.75	100-50-5232-3-36
FEB2020	batteries	03/05/2020	77.94	100-50-5232-3-36
FEB2020	fasteners	03/05/2020	7.12	100-70-5410-3-36
FEB2020	gloves/mini roller cover	03/05/2020	70.57	100-70-5410-3-36
FEB2020	compact tape/fasteners	03/05/2020	16.83	100-70-5410-3-36
FEB2020	corner brace	03/05/2020	2.99	100-70-5410-3-36
FEB2020	paintbrush	03/05/2020	6.36	100-70-5410-3-36
FEB2020	pine sol	03/05/2020	23.98	100-70-5410-3-36
FEB2020	mailbox	03/05/2020	66.15	100-70-5410-3-36
FEB2020	paper towel	03/05/2020	11.99	100-70-5410-3-36
FEB2020	elbow galv	03/05/2020	7.59	100-70-5410-3-36
FEB2020	endcap/adapter flex	03/05/2020	13.98	100-70-5410-3-36
FEB2020	paper ky tgs	03/05/2020	6.59	100-70-5410-3-36
FEB2020	paintbrushes	03/05/2020	15.98	100-70-5410-3-36
FEB2020	hanger conduit/couple setscrew	03/05/2020	6.36	100-70-5410-3-36
FEB2020	hook cup brs	03/05/2020	12.95	100-70-5410-3-36
FEB2020	ace tube cutter	03/05/2020	8.99	100-70-5410-3-36
FEB2020	map pro gas	03/05/2020	11.99	100-70-5411-3-36
FEB2020	car wash/air fresheners/wax/rain-x	03/05/2020	45.12	100-70-5412-3-36
FEB2020	nozzle gun cushion grip	03/05/2020	17.98	100-70-5412-3-36
FEB2020	ice melt	03/05/2020	587.51	100-70-5435-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 12700 MARTENS ACE HARDWARE:			1,865.64	
<b>13011 FIRE SAFETY USA INC</b>				
131847	gloves	03/05/2020	115.00	100-50-5232-3-38
Total 13011 FIRE SAFETY USA INC:			115.00	
<b>13450 SIGNARAMA</b>				
IN-F-32771	decals & numbers - DPW	03/05/2020	248.20	100-70-5411-3-36
Total 13450 SIGNARAMA:			248.20	
<b>13495 FOND DU LAC COUNTY</b>				
20610028	salt brine mix	03/05/2020	2,464.87	100-70-5435-3-36
20610028	salt	03/05/2020	7,318.73	100-70-5435-3-36
Total 13495 FOND DU LAC COUNTY:			9,783.60	
<b>14698 GRAND VALLEY INSPECTION SERVICES</b>				
2020-35	Building Insp/Zoning Admin for Feb 2020	03/05/2020	2,858.59	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			2,858.59	
<b>15075 GUNDERSON, INC.</b>				
830610	Library Rugs - Feb 2020	03/05/2020	61.18	100-70-5410-3-38
832916	CITY HALL rugs - Feb 2020	03/05/2020	62.93	100-70-5410-3-38
834428	Garage supplies - Feb 2020	03/05/2020	26.29	100-70-5411-3-38
834429	Uniform/charges - Feb 2020	03/05/2020	18.39	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			168.79	
<b>16001 HOME CONTRACTORS &amp; SUPPLY INC.</b>				
29489	PARTS for new side boards	03/05/2020	83.46	100-70-5411-3-36
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			83.46	
<b>16088 IEH AUTO PARTS LLC</b>				
039860292	hardware-clamp	03/05/2020	7.79	100-40-5212-3-36
Total 16088 IEH AUTO PARTS LLC:			7.79	
<b>16663 JOHN FABICK TRACTOR CO</b>				
PIMK0025387	scanning equipment annual fee	03/05/2020	1,325.00	100-70-5411-3-38
Total 16663 JOHN FABICK TRACTOR CO:			1,325.00	
<b>16883 KAST, MICHELLE</b>				
3-5-20	mileage reimbursement 2/20-2/21 WI Dells Ehlers Public	03/05/2020	126.50	100-10-5153-3-37
Total 16883 KAST, MICHELLE:			126.50	
<b>17049 KINDSCHI ENTERPRISES LLC</b>				
3-5-20	Celebrate Waupun 2020	03/05/2020	100.00	450-70-5440-3-41
Total 17049 KINDSCHI ENTERPRISES LLC:			100.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>17410 LEE RECREATION LLC</b>				
12647-20	Dog park picnic table	03/05/2020	690.00	100-70-5410-3-36
Total 17410 LEE RECREATION LLC:			690.00	
<b>17759 LIFESTAR EMERGENCY MEDICAL</b>				
19-0949	ACLS Service Feb 2020	03/05/2020	3,500.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			3,500.00	
<b>18009 MSA PROFESSIONAL SERVICES INC.</b>				
R00212056.0-62	412 Shaler Drive Site Plan Review	03/05/2020	902.50	100-13840
R00212056.0-62	Exhibit Maps Industrial Park Parcel	03/05/2020	917.50	404-10-5711-3-38
Total 18009 MSA PROFESSIONAL SERVICES INC.:			1,820.00	
<b>18459 MARCO TECHNOLOGIES LLC</b>				
INV7380798	Konica/A7PY011X001	03/05/2020	57.20	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			57.20	
<b>18474 MARQUETTE UNIVERSITY</b>				
3-5-20	Grant Book	03/05/2020	188.00	100-80-5670-3-38
Total 18474 MARQUETTE UNIVERSITY:			188.00	
<b>18961 MENARDS - BEAVER DAM</b>				
71763	parts - shop washer/dryer	03/05/2020	50.43	100-70-5410-3-36
71760	credit	03/05/2020	9.98-	100-70-5410-3-36
71534	electrical for washing machine at shop/shelving for fire de	03/05/2020	1,236.17	100-70-5410-3-36
Total 18961 MENARDS - BEAVER DAM:			1,276.62	
<b>19390 MONROE TRUCK EQUIPMENT, INC</b>				
822081	motor assembly for DC-3200	03/05/2020	188.59	100-70-5411-3-36
43706	truck equipment	03/05/2020	89,306.00	410-70-5411-4-00
43706	truck equipment	03/05/2020	10,000.00	700-10-5192-8-00
Total 19390 MONROE TRUCK EQUIPMENT, INC:			99,494.59	
<b>19802 NAPA AUTO PARTS-WAUPUN</b>				
269766	battery	03/05/2020	132.69	100-40-5212-3-36
269769	credit	03/05/2020	10.00-	100-40-5212-3-36
269856	air filter	03/05/2020	82.74	100-40-5212-3-36
270349	fittings	03/05/2020	11.56	100-70-5410-3-36
270353	credit	03/05/2020	6.58-	100-70-5410-3-36
268317	credit	03/05/2020	105.58-	100-70-5411-3-36
268318	credit	03/05/2020	105.58-	100-70-5411-3-36
268376	vinyl fuel tubing	03/05/2020	3.09	100-70-5411-3-36
268405	tire valves	03/05/2020	19.67	100-70-5411-3-36
268406	tire valves	03/05/2020	28.45	100-70-5411-3-36
268407	tire valves	03/05/2020	11.38	100-70-5411-3-36
268408	pin/sleeved retainer/bucket tooth	03/05/2020	239.21	100-70-5411-3-36
268588	oil filter	03/05/2020	79.08	100-70-5411-3-36
268663	credit	03/05/2020	18.87-	100-70-5411-3-36
268795	eraser wheel/adhesive	03/05/2020	32.91	100-70-5411-3-36
268901	nuts/screws/washers/drill bits/penetrant oil/power steering	03/05/2020	64.95	100-70-5411-3-36
268905	ubolt	03/05/2020	54.98	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
268922	nicopp - repair broken brake line	03/05/2020	14.88	100-70-5411-3-36
269012	u bolt	03/05/2020	54.98	100-70-5411-3-36
269153	snow plow wing lights	03/05/2020	61.56	100-70-5411-3-36
269697	wiper blades	03/05/2020	17.49	100-70-5411-3-36
270055	oil filter	03/05/2020	15.58	100-70-5411-3-36
270112	boxed capsules	03/05/2020	11.69	100-70-5411-3-36
270138	bearing	03/05/2020	31.98	100-70-5411-3-36
270162	support	03/05/2020	25.09	100-70-5411-3-36
270181	connector/retainers/cap screws	03/05/2020	73.40	100-70-5411-3-36
270279	bearing	03/05/2020	84.38	100-70-5411-3-36
270292	fuel filters	03/05/2020	39.23	100-70-5411-3-36
270313	quick coupling	03/05/2020	50.96	100-70-5411-3-36
270327	credit	03/05/2020	3.72-	100-70-5411-3-36
270340	hammer kit	03/05/2020	100.00	100-70-5411-3-36
270341	flush kit	03/05/2020	61.99	100-70-5411-3-36
270549	credit	03/05/2020	31.98-	100-70-5411-3-36
270648	sealer	03/05/2020	57.78	100-70-5411-3-36
270795	blaster penetrant	03/05/2020	71.88	100-70-5411-3-36
269125	grease	03/05/2020	108.24	100-70-5435-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			1,359.53	
<b>20480 NICKEL, JULIE</b>				
3-5-20	Reimbursement for cell phone use - March 2020	03/05/2020	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
<b>20623 NORTHERN PIPE INC</b>				
1549	2020 Storm Sewer Televising & Cleaning	03/05/2020	7,836.30	700-10-5192-3-38
Total 20623 NORTHERN PIPE INC:			7,836.30	
<b>20900 OSHKOSH OFFICE SYSTEMS</b>				
AR49272	City Hall Color Copier 6333	03/05/2020	276.97	100-10-5141-3-36
AR49199	copy machine MPC 3500 - fire dept	03/05/2020	57.33	100-50-5231-3-30
Total 20900 OSHKOSH OFFICE SYSTEMS:			334.30	
<b>21245 PERKINS OIL</b>				
0078186-IN	SM lever pump/recon 30 drum	03/05/2020	125.94	100-70-5411-3-36
Total 21245 PERKINS OIL:			125.94	
<b>21550 PETTY CASH-POLICE DEPT.</b>				
3-5-20	Dodge Cty LEX Banquet	03/05/2020	50.00	100-40-5211-3-34
Total 21550 PETTY CASH-POLICE DEPT.:			50.00	
<b>21557 PFALZGRAF, JOSEPH</b>				
3-5-20-1	reimburse meals - training	03/05/2020	26.31	100-40-5211-3-37
3-5-20	hotel stay - training conf	03/05/2020	85.00	100-40-5215-3-37
Total 21557 PFALZGRAF, JOSEPH:			111.31	
<b>21665 PIGGLY WIGGLY DISCOUNT FOODS</b>				
3518	DPW purchase	03/05/2020	90.56	100-70-5410-3-36
6653	supplies - marketing for small business	03/05/2020	34.29	100-80-5670-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			124.85	
<b>21805 PITNEY BOWES</b>				
3310717210	lease for mail machine - City Hall	03/05/2020	640.17	100-10-5141-3-36
Total 21805 PITNEY BOWES :			640.17	
<b>22324 PURCHASE POWER</b>				
3-5-20	late fee	03/05/2020	11.94	100-40-5211-3-33
Total 22324 PURCHASE POWER:			11.94	
<b>22700 REINDERS INC.</b>				
1817683-01	blade main bolt repair	03/05/2020	62.85	100-70-5411-3-36
Total 22700 REINDERS INC.:			62.85	
<b>24108 STAPLES CREDIT PLAN</b>				
3-5-20	office supplies	03/05/2020	14.62	100-10-5131-3-30
3-5-20	office supplies	03/05/2020	10.71	100-10-5131-3-30
3-5-20	office supplies	03/05/2020	29.22	100-10-5141-3-30
3-5-20	office supplies	03/05/2020	10.71	100-10-5141-3-30
3-5-20	office supplies	03/05/2020	14.62	100-10-5191-3-30
3-5-20	office supplies	03/05/2020	10.71	100-10-5191-3-30
3-5-20	office supplies	03/05/2020	14.62	100-20-5513-3-30
3-5-20	office supplies	03/05/2020	10.71	100-20-5513-3-30
3-5-20	office supplies	03/05/2020	29.24	100-70-5420-3-30
3-5-20	office supplies	03/05/2020	10.71	100-70-5420-3-30
3-5-20	office supplies	03/05/2020	14.62	100-80-5670-3-30
3-5-20	office supplies	03/05/2020	10.71	100-80-5670-3-30
3-5-20	office supplies	03/05/2020	85.30	100-80-5670-3-30
Total 24108 STAPLES CREDIT PLAN:			266.50	
<b>24290 STEINIG TAL KENNEL LLC</b>				
1514	K9 certification	03/05/2020	950.00	100-40-5212-3-38
Total 24290 STEINIG TAL KENNEL LLC:			950.00	
<b>24300 SIA INSURANCE SERVICES</b>				
3-5-20	VFIS Accident & Sickness Renewal	03/05/2020	1,681.60	100-60-5231-3-38
Total 24300 SIA INSURANCE SERVICES:			1,681.60	
<b>24350 STICKS AND STONES</b>				
11453	snow removal 2020	03/05/2020	236.25	100-70-5435-3-36
11599	snow removal 2020	03/05/2020	150.00	100-70-5435-3-36
11598	snow removal 2020	03/05/2020	30.00	100-70-5435-3-36
Total 24350 STICKS AND STONES:			416.25	
<b>24650 SURE FIRE, INC.</b>				
SD18466	SERVICE at City Garage	03/05/2020	441.25	100-70-5412-3-36
Total 24650 SURE FIRE, INC.:			441.25	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>24780 SYMBOLARTS</b>				
0347891-IN	state seal/badges	03/05/2020	250.00	100-40-5211-3-38
Total 24780 SYMBOLARTS:			250.00	
<b>25445 TRUCK COUNTRY</b>				
X202593245:01	replace burnt out head light	03/05/2020	306.99	100-70-5411-3-36
Total 25445 TRUCK COUNTRY:			306.99	
<b>25450 TRU CLEANERS LLC</b>				
CW020120-FEB2020	cleaning service for City of Waupun	03/05/2020	4,012.68	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,012.68	
<b>25482 UNIFORM SHOPPE</b>				
296536	clothing allowance	03/05/2020	119.99	100-12634
296396	clothing allowance	03/05/2020	402.80	100-12634
296397	clothing allowance	03/05/2020	397.80	100-12634
Total 25482 UNIFORM SHOPPE:			920.59	
<b>25760 US CELLULAR</b>				
0357835183	Clerk cell phone	03/05/2020	70.35	100-10-5141-3-31
0357835183	Economic Developer/Administrator	03/05/2020	74.97	100-10-5191-3-31
0357835183	PARK-rec cell phone	03/05/2020	42.88	100-20-5513-3-31
0358136965	POLICE DEPT monthly cell phone charges	03/05/2020	898.65	100-40-5211-3-31
0357835183	FIRE DEPT monthly cell phone charges	03/05/2020	202.81	100-50-5231-3-31
0357835183	DPW Director/Foreman monthly cell phone	03/05/2020	122.41	100-70-5420-3-31
0357835183	Library monthly cell	03/05/2020	61.48	210-60-5511-3-31
Total 25760 US CELLULAR:			1,473.55	
<b>25980 VANBUREN, SARAH</b>				
3-5-20	office supplies from Staples	03/05/2020	57.15	404-10-5711-3-38
Total 25980 VANBUREN, SARAH:			57.15	
<b>26042 VANDE ZANDE &amp; KAUFMAN, LLP</b>				
FEB2020	monthly City Attorney Fees	03/05/2020	3,360.00	100-10-5161-3-38
11245	Traffic monthly attorney fees	03/05/2020	300.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			3,660.00	
<b>26465 VON BRIESEN &amp; ROPER, S.C.</b>				
313083	Personnel	03/05/2020	798.00	100-10-5143-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			798.00	
<b>26740 WAUKESHA CTY TECH COLLEGE</b>				
S0711345	Tuition fees - Williams	03/05/2020	170.00	100-40-5215-3-37
Total 26740 WAUKESHA CTY TECH COLLEGE:			170.00	
<b>26790 WAUPUN AREA ANIMAL SHELTER, INC</b>				
MARCH20	Monthly Contract	03/05/2020	1,000.00	100-40-5343-3-38



Invoice	Description	Invoice Date	Total Cost	GL Account
Total 26790 WAUPUN AREA ANIMAL SHELTER,INC:			1,000.00	
<b>27000 WAUPUN EQUIPMENT COMPANY, INC.</b>				
84066W	parts - repair bucket tooth - teeth/pin/ring	03/05/2020	242.00	100-70-5411-3-36
Total 27000 WAUPUN EQUIPMENT COMPANY, INC.:			242.00	
<b>27450 WAUPUN UTILITIES</b>				
4877	WPPI monthly email user/archiving accts	03/05/2020	176.00	100-10-5197-3-38
4877	Member Network Assessment/Monitoring Service	03/05/2020	44.00	100-10-5197-3-38
4877	Toughbook setup	03/05/2020	300.00	410-70-5412-4-00
Total 27450 WAUPUN UTILITIES:			520.00	
<b>27935 WELLS FARGO PAYMENT REMITT.</b>				
ANGIE-JAN20/FEB20	Feb 2020 election - Brandon Meats	03/05/2020	40.10	100-10-5142-3-38
ANGIE-JAN20/FEB20	2020 WGFOA membership dues - Kast	03/05/2020	25.00	100-10-5153-3-34
KATHY-JAN20/FEB20	ICMA - Mng local gov/local gov manager - Schlieve	03/05/2020	70.20	100-10-5191-3-38
SCOTT-FEB20	clothing allowance	03/05/2020	34.98	100-12634
RACHEL-JAN20/FEB20	senior center supplies	03/05/2020	11.00	100-20-5513-3-38
ANGIE-JAN20/FEB20	table/electric kettle - Rachel	03/05/2020	81.61	100-20-5513-3-38
RACHEL-JAN20/FEB20	course book - Moraine Park - Rec	03/05/2020	115.79	100-20-5523-3-37
RACHEL-JAN20/FEB20	park & rec supplies	03/05/2020	22.00	100-20-5525-3-39
SCOTT-FEB20	Staples-front loading letter tray	03/05/2020	33.49	100-40-5211-3-30
SCOTT-FEB20	Staples - office supplies	03/05/2020	26.67	100-40-5211-3-30
SCOTT-FEB20	Staples - office supplies	03/05/2020	166.84	100-40-5211-3-30
JEREMY-FEB20	Conf - WI Active Threat Conf 2020 - Pfalzgraf	03/05/2020	95.00	100-40-5211-3-37
JEREMY-FEB20	hotel stay - Rasch - WI Police Leadership Found	03/05/2020	139.00	100-40-5211-3-37
JEREMY-FEB20	hotel stay - Loudon - WI Police Leadership Found	03/05/2020	139.00	100-40-5211-3-37
JEREMY-FEB20	hotel stay -Pfalzgraf - Conf	03/05/2020	192.99	100-40-5211-3-37
JEREMY-FEB20	credit - hotel	03/05/2020	57.00	100-40-5211-3-37
JEREMY-FEB20	credit - hotel	03/05/2020	82.00	100-40-5211-3-37
SCOTT-FEB20	meal - conf	03/05/2020	31.20	100-40-5211-3-37
SCOTT-FEB20	hotel stay - WI Dept of Justice	03/05/2020	170.00	100-40-5211-3-37
SCOTT-FEB20	hotel stay - WI Dept of Justice	03/05/2020	170.00	100-40-5211-3-37
SCOTT-FEB20	microsoft - PD	03/05/2020	208.00	100-40-5211-3-38
SCOTT-FEB20	meal - staff meeting	03/05/2020	35.85	100-40-5211-3-38
ANGIE-JAN20/FEB20	Streamlight Batteries - PD	03/05/2020	140.79	100-40-5212-3-38
ANGIE-JAN20/FEB20	DVD writer - PD	03/05/2020	25.19	100-40-5212-3-38
SCOTT-FEB20	medalcraft mint order	03/05/2020	863.37	100-40-5214-3-38
JEREMY-FEB20	NWTC training - PD	03/05/2020	75.00	100-40-5215-3-37
JEREMY-FEB20	WAI Conf - Sullivan	03/05/2020	170.00	100-40-5215-3-37
BJ-JAN20/FEB20	raffle renewal - FD	03/05/2020	25.50	100-50-5231-3-38
BJ-JAN20/FEB20	Fuel - FD	03/05/2020	60.01	100-50-5232-3-38
BJ-JAN20/FEB20	Fuel - FD	03/05/2020	4.81	100-50-5232-3-38
BJ-JAN20/FEB20	safety belt - FD	03/05/2020	248.94	100-50-5232-3-38
ANGIE-JAN20/FEB20	snow plow blade guide markers - DPW	03/05/2020	48.99	100-70-5435-3-36
KATHY-JAN20/FEB20	WEDA - 2 member portal	03/05/2020	540.00	100-80-5670-3-34
KATHY-JAN20/FEB20	WEDA - Session - VanBuren - Workforce Housing	03/05/2020	95.00	100-80-5670-3-37
KATHY-JAN20/FEB20	2020 Gov Conf on Economic Dev - Schlieve/VanBuren	03/05/2020	550.00	100-80-5670-3-37
Total 27935 WELLS FARGO PAYMENT REMITT.:			4,517.32	
<b>27987 WESTPHAL</b>				
51336	Department jackets	03/05/2020	270.00	100-50-5231-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 27987 WESTPHAL:			270.00	
<b>28428 WI CITY/COUNTY MANAGEMENT</b>				
2020 WCMA membership		03/05/2020	152.29	100-10-5191-3-34
Total 28428 WI CITY/COUNTY MANAGEMENT:			152.29	
<b>28600 WI DEPT OF JUSTICE</b>				
G3369-FEB20 G3369 - background checks - Feb 2020		03/05/2020	63.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			63.00	
<b>29940 ZERO WASTE USA</b>				
311001 roll bag case of 2000 - dog park		03/05/2020	182.39	100-70-5410-3-36
Total 29940 ZERO WASTE USA:			182.39	
<b>300054 KAMINSKI, RACHEL</b>				
3-5-20 Mileage - Spring Food Show - WI Dells 2020		03/05/2020	62.68	100-20-5523-3-37
Total 300054 KAMINSKI, RACHEL:			62.68	
<b>300073 PRECISIONCHEM LLC</b>				
13628 Boiler Service - city Hall		03/05/2020	135.00	100-70-5410-3-36
Total 300073 PRECISIONCHEM LLC:			135.00	
<b>300188 MARCO TECHNOLOGIES LLC</b>				
66992500 KONMIN/BHC308		03/05/2020	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
<b>300235 ENVISION GREATER FOND DU LAC INC</b>				
1211047 Envision Gretaer FDL Annual Meeting		03/05/2020	60.00	100-80-5670-3-37
Total 300235 ENVISION GREATER FOND DU LAC INC:			60.00	
Grand Totals:			178,105.89	

Report GL Period Summary

GL Period	Amount
03/20	178,105.89
Grand Totals:	178,105.89

Vendor number hash: 3583679  
 Vendor number hash - split: 5213306  
 Total number of invoices: 135  
 Total number of transactions: 212

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	178,105.89	.00	178,105.89
Grand Totals:	<u>178,105.89</u>	<u>.00</u>	<u>178,105.89</u>

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Report Criteria:

[Report].Invoice Date = 03/05/2020

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*Actuals*

CITY OF WAUPUN

Check Register - Council Check Register  
Check Issue Dates: 2/28/2020 - 2/28/2020

Page: 1  
Mar 03, 2020 08:39AM

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
02/28/2020	99564	CHARTER COMMUNICATIONS	171.84 M
Grand Totals:			<u>171.84</u>

Report Criteria:  
 [Report].Invoice Date = 02/28/2020

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>10048 CHARTER COMMUNICATIONS</b>				
FEB20	library - internet, voice	02/28/2020	171.84	210-60-5511-3-31
Total 10048 CHARTER COMMUNICATIONS:			171.84	
Grand Totals:			171.84	

Report GL Period Summary

GL Period	Amount
02/20	171.84
Grand Totals:	171.84

Vendor number hash: 10048  
 Vendor number hash - split: 10048  
 Total number of invoices: 1  
 Total number of transactions: 1

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	171.84	.00	171.84
Grand Totals:	171.84	.00	171.84



MINUTES
CITY OF WAUPUN COMMUNITY
DEVELOPMENT AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Tuesday, November 19, 2019 at 8:00 AM

Committee Members Present:

- Derek Drews
John Karsten
Mayor Julie Nickel
Jill Vanderkin
Nancy Vanderkin
Casandra Verhage
Sue VandeBerg

Committee Members Absent:

None

Staff Present:

- Michelle Kast .....Accountant
Kathy Schlieve..... Administrator
Sarah Van Buren.....Community & Economic Development Coordinator
Dan VandeZande ..... City Attorney

Audience Present:

- Tana Barsch ..... Our Bar
Rick Farley .....Contractor for Our Bar

Call to Order

Chair Nickel called the meeting to order at 8:00 a.m.

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

None.

Consideration/Action

1. August 20, 2019 Community Development Authority Minutes

A motion to approve the August 20, 2019 minutes was made by Ms. VandeBerg and seconded by Ms. J. Vanderkin, passing unanimously.

2. October 2019 Financial Statement

A motion to approve the October Financial Statement, as presented by Ms. Kast, was made by Ms. N. Vanderkin and seconded by Ms. Verhage, passing unanimously.

3. Design for Rear Façade Improvements ( Our Bar – 435 E. Main Street)

The last sentence of Chapter 25.03(5)(b) states, "Plans for substantial remodeling of building facades shall be approved by the Community Development Authority prior to construction". Upon consultation with the City's Building Inspector, this item is being brought to the CDA for approval since the language is unclear as to if this is applicable to rear facades.

Ms. Tana Barsch, owner of Our Bar, and a representative of the construction firm, presented to proposed design for the rear façade at 435 E. Main Street.

A motion to approve the proposed design for the rear façade improvements at 435 E. Main Street was made by Ms. N. Vanderkin and seconded by Ms. VandeBerg, passing unanimously.

## **Discussion Items**

### **4. Administrator Report**

Administrator Schlieve provided the members an update on the following:

- i) City Budget
  - (1) The City Council approved the 2020 budget at their meeting on November 12, 2019. As part of this approval was the TID 3 budget, which is the funding mechanism for the CDA. Ms. Schlieve details on proposed expenditures for 2020 and Ms. Van Buren highlighted CDA expenditures that the BID Board has also committed to supporting in 2020.
- ii) Historic District Designation
  - (1) The decision by the National Park Service regarding the national designation of the Historic Commercial District was made in mid-October. Eligible properties will now be able to utilize state and federal historic tax credits. Two properties owners have expressed interest in reaching out to the Wisconsin State Historical Society about potential projects.
- iii) Housing Study Update
  - (1) Ms. Van Buren provided an update on the work being done by the Cedar Corporation on the Housing Study and Needs Analysis. It is anticipated that the study will be concluded by the end of November.
- iv) Mastermind Series
  - (1) December 10, 2019 will be the next Mastermind course and the topic will be on cooperative marketing. This opportunity is open to all businesses in Waupun.
- v) Facilities Update
  - (1) Ms. Van Buren provided an update on the work of the Facilities Advisory Committee, the results of the recent open house, and next steps. It is anticipated that the study will be concluded by the end of the year.

### **5. Housing Program Summary Report January-June 2019**

Ms. Van Buren reviewed the summary document included in the agenda packet.

## **Closed Session**

A motion was made by Ms. N. Vanderkin and seconded by Mr. Drews to adjourn into closed session under Section 19.85(1)(e) of the WI Statutes for an update on the property located at 417 E. Main Street, Waupun. Motion unanimously approved.

## **Open Session Advanced Planning**

A motion was made by Ms. N. Vanderkin and seconded by Ms. VandeBerg to reconvene into open session under Section 19.85(2) of the WI Statutes. Motion unanimously approved.

## **Future Meetings and Gathering Involving the Community Development Authority**

### **6. Possible future agenda items**

- i) Grant Applications, if any
- ii) Updates on Building Improvements/Investments

### **7. Set next meeting date**

The next meeting is scheduled for Tuesday, December 17, 2019 at 8:00 a.m.

## **Adjournment**

The motion to adjourn was made by Ms. Verhage with a second by Mr. Drews. The motion passed unanimously, and the meeting was adjourned at 9:02 a.m.





**APPROVED MINUTES**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, January 14, 2020 at 4:30 PM

**CALL TO ORDER**

Chairman Mielke called the meeting of the Board of Public Works to Order at 4:30pm.

**ROLL CALL**

Board members present on roll call are Chairman Mielke, Alderman Vossekul, Deputy Chief Rasch, Public Works Director Daane, and City Clerk Hull. Members absent are Alderman Matoushek.

Common Council members in attendance are Mayor Nickel.

No City Staff is present.

No members in the audience are present.

**PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS**

No member of the public appeared before the Board.

**FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS**

The next regularly scheduled meeting of the Board of Public Works is February 11, 2020 at 4:30pm in the City Hall Council Chambers, if needed.

**CONSIDERATION - ACTION**

**1. Approve minutes of the 12-10-19 Meeting.**

Motion Rasch, second Vossekul to approve the December 10, 2019 minutes of the Board of Public Works. Motion carried 5-0.

**2. 2020 Chevrolet Silverado 3500 Flatbed Quote**

A quote is received for consideration of the purchase of a 2020 Chevrolet Silverado 3500 Flatbed. Ewald provides \$37,330 for the vehicle and Madison Truck Equipment \$5806 for the platform body with electric/hydraulic hoist.

Motion Vossekul, second Rasch to approve the quote from Ewald (\$37,330) and Madison Truck Equipment (\$5806) for the purchase of a 2020 Chevrolet Silverado 3500 Flatbed. Motion carried 5-0 on roll call.

**3. Storm Sewer televising and report quote for half of Section F of the storm Water system.**

Northern Pipe provides a quote for storm sewer televising at a cost of \$16,112.56. Also noted, if storm sewer cleaning is found to be necessary, a \$235 per hour fee will be assessed.

Motion Vossekul, second Rasch to approve the quote provided by Northern Pipe for storm sewer televising in the amount of \$16,112.56. It is understood if storm sewer cleaning is necessary, a \$235 per hour fee will be assessed. Motion carried 5-0 on roll call.

**4. Equipment Rates for 2020**

Motion Rasch, second Vossekul to adopt the 2020 Public Works Equipment Rates. Motion carried 5-0 on roll call.

## **DISCUSSION UPDATES**

### **5. ATV Sign permits and sign installation schedule**

Daane continues to work with the DOT on ATV/UTV sign placement. Permits have been approved.

### **6. Harris Creek Improvement Update**

The 2021 proposed Street Plan includes Rock/Newton. Daane has been working with MSA on improvements to Harris Creek – bigger culvers under Rock/Newton, widening the ditch. Daane provides a sketch of the flood plain area, noted by FEMA. If improvements to Harris Creek, the flood plain area would shrink to the area of the creek however the creek will be much wider than current. Daane will continue to meet with surrounding homeowners for their questions and concerns and then return to MSA to prepare easements. This will be budget pending.

## **ADJOURNMENT**

Motion Rasch, second Vossekul to duly call the meeting adjourned at 4:50pm.

Angie Hull, Clerk



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, January 14, 2020 at 6:00 PM**

**CALL TO ORDER**

Mayor Nickel called the meeting to order at 6:00pm.

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

Pledge of Allegiance is heard, followed by a moment of silence

**ROLL CALL**

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Vossekul, Alderman Kaczmariski, Alderman Mielke, Alderman Matoushek, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Finance Director Oosterhouse, Library Director Jaeger, Fire Chief Demaa, Chief Louden, Public Works Director Daane, Utility General Manager Posthuma, and Recreation Director Kaminski. No staff is absent.

Other City Staff present is Community and Economic Development Coordinator Van Buren and Fire Chief Assistant Beer.

Members in the audience are Jim Smith and Leo Kueck of Applied Tech, Kyle Clark, and Chris Haas.

Members of the media present are Ken Thomas of Daily Citizen and Kevin Haugen of WBEV.

**PERSONS WISHING TO APPEAR BEFORE COUNCIL**

Kyle Clark, Executive Director of the Waupun museum provides an update on the Laird Museum and Carnegie building. Several individuals and the Department of Public Works have been cleaning, painting, and organizing the Carnegie building. Holding an election for President, Vice President, Secretary, and Treasurer which will be opened January 28<sup>th</sup>. Have 25 new members. Future newsletter and fund raiser planned. Possible open house in March.

Chris Haas (602 S. Madison St) states her concerns on the high frequency and decibel levels of the warning sirens

**CONSENT AGENDA**

Motion Matoushek, second Vossekul to approve the Consent Agenda. Motion carried 6-0 on roll call.

**ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION**

No items were removed from the Consent Agenda.

Posthuma informed the Council that the Waupun Utility Commission has announced the promotion of Jared Oosterhouse as the General Manager/Finance Manager effective March 6, 2020.

**RESOLUTIONS AND ORDINANCES:**

Posthuma informs the Council that Jim Smith and Leo Kucek of Applied Technologies will be before them relating to the Ordinance and Resolution before them tonight. They will make a presentation and the Council may then act on each item. In November 2019, Utility Commission approved a sewer rate increase plan due to the waste water treatment upgrade. Upon their approval, all customers were issued letters of this project and the rate impact as well as holding an open house that provided further detail information on the project. The intent of the letters and the open house was to provide as much information to the customers as possible prior to bringing the

resolution to Council for action, which is before them tonight.

**15. Ordinance to Amend Ch.12.06 of the Municipal Code entitled Sanitary Sewer System**

The ordinance, for consideration, provides amendments to Ch. 12.06(5) are remove rate detail from the ordinance, add sewer service charge formula for Category A customers, add Phosphorus charges to the Category B sewer service charge formula, add Rate determinations: The City Common Council upon recommendation of the Utility Commission shall set and adopt rates in subsection (a) and (b) of this section by resolution, and eliminate Septic Holding Tank Waste rate detail and add that the rate charge is set by the Utility Commission.

Motion Matoushek, second Vanderkin to waive the first reading and adopt Ordinance 20-01 to amend Ch.12.06 of the Municipal Code entitled Sanitary Sewer System. Motion carried on roll call 5-1 with Mielke voting Nay.

**16. Resolution Approving Sewer Rate Increase Plan for WWTP Upgrade**

On November 11, 2019, the Utilities Commission by resolution approved the Test Year 2023 Sewer Rate Analysis, including the rate increase of 32.21% to be phased in at approximately 7.2% annually over a four-year period starting April 1, 2020. The Commission recommends the City of Waupun Common Council adopt the sewer rates recommended for the years 2020, 2021, 2022, and 2023.

Motion Vanderkin, second Matoushek to approve Resolution 01-14-20-01 approving Sewer Rate Increase Plan for WWTP Upgrade. Motion carried 5-1 with Mielke voting Nay.

**17. Resolution Adopting the Fond Du Lac County Hazard Mitigation Plan 2019-2024**

Demaa presents the Plan. Every five years the Counties revise their Plan and request we adopt their plan.

Motion Kaczmarski, second Westphal to approve Resolution 01-14-20-02 adopting the Fond Du Lac County Hazard Mitigation Plan 2019-2024. Motion carried 6-0 on roll call.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS**

**18. Acceptance of Resignation of Business Improvement District Board Member Theune**

The Waupun Business Improvement District Board has accepted and made recommendation to the Council to accept Theune resignation.

Motion Vossekuil, second Vanderkin to accept the resignation of John Theune of the Business Improvement District. Motion carried 6-0 on roll call.

**CONSIDERATION - ACTION**

**19. 2020 Taxi Fare Increase**

The increase affects agency and delivery fares only.

Motion Kaczmarski, second Matoushek to approve the 2020 Taxi Fare Increase. Motion carried 6-0 on roll call.

**20. 2020 Public Transit Assistance Program Operating and Capital Grant Applications**

The City's annual grant application for state and federal aid for the shared-ride taxi program has been submitted. The City has contracted with Brown Cab, Inc. to provide shared-ride taxi services for a period of up to 5 years, 2017-2021.

Motion Matoushek, second Westphal to approve the 2020 Public Transit Assistance Program Operating and Capital Grant Application. Motion carried 6-0 on roll call.

**21. City of Waupun Warning Siren Activation**

At a prior meeting, the Council asked Demaa to investigate: Activation- if a controller is in the Safety Building as well as one in Fond Du Lac County's dispatch center, does one activation prove that both systems could active the

system- that answer is no. They are both independent. Also, the reduction in number of activation and what impact that may have long term on the system: if we activate twice a week (once locally on Wednesday and once with the County on Saturday), the County will activate every Saturday regardless- we have no input on the Counties activations. This change in activation is dependent upon the installation company can change the programing however, Demaa states it should be no longer than 2 weeks.

Demaa recommends a City 30 second activation at noon, which is one full revolution, on Wednesdays and the County's 3- minute activation on Saturday.

Motion Kaczmariski, second Matoushek to reduce the warning sirens to twice a week. Motion carried 6-0 on roll call.

#### **CLOSED SESSION**

Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (c) (g) of the WI Statutes for the following:

22. Discussion of Employment, Promotion, Compensation or Performance Evaluation Data of Public Employees
23. Discussion of property located at 275 S. Madison Street

#### **OPEN SESSION**

Motion Matoushek, second Westphal to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

#### **ACTION FROM CLOSED SESSION**

No action from closed session.

#### **ADJOURNMENT**

Motion Westphal, second Matoushek to call the meeting adjourned at 7:49pm. Motion carried 6-0.



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, January 15, 2020 at 4:45 PM**  
**(Approved 2/18/20)**

**CALL TO ORDER**

The Waupun Plan Commission met at 4:45 pm in the Council Chambers, City Hall, Waupun.

**ROLL CALL**

Members Present: Julie Nickel, Fred Lueck, Mike Matoushek, Elton TerBeest, Jerry Medema, and Jeff Daane

Member Excused: Derek Drews

Staff Present: Susan Leahy, Sara VanBuren, and BJ DeMaa

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--**

Chairman Nickel asked if there were any persons wishing to address the committee on any items not included on today's agenda. Hearing nothing, Chairman Nickel proceeded to address the items listed for consideration and action on today's committee agenda.

**FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION**

Chairman Nickel indicated the next meeting of the Plan Commission may be February 19, 2020 at 4:45 pm.

**CONSIDERATION - ACTION**

1. Approve Minutes of the December 18, 2019 meeting. Motion by Lueck, seconded by Medema to approve the minutes of the December 18, 2019 meeting as presented. Motion carried, unanimously.
2. Public Hearing - Conditional Use Permit Application for Frens Automotive at 25 E Main St. to operate a car dealership per section 16.04(2)(d)(vi) of the Waupun Municipal Code.

Levi and Jenna Frens appeared and discussed their plan for their proposed business. They also submitted a narrative explaining their companies overview, inventory, and repairs, hours of operation, and their future objectives and a site plan. Their lot would hold about 6-10 vehicles for sale. The existing sign on the premises will be reduced in dimension and the Shell logo will be removed. The former canopy, gas pumps, and tanks have been removed. The western two bays will be used by the owners existing wrecker and towing business.

Existing lighting will be used. They may put a yard light on the top of the building. The committee raised concern about the existing vehicles presently parked in the Vision Corner of Drummond St. and E. Main St. which is presently a traffic hazard at this intersection. Jeff Daane indicated he would mark off the vision corner for them so that area would be open to see oncoming traffic from the west.

No further information was presented at the hearing and the committee had no further questions so Chairman Nickel declared the hearing closed and called for a motion to act on this request for a Conditional Use Permit.

Motion by TerBeest, seconded by Matoushek that the proposed used car lot at this location will not be detrimental to the adjoining land use and would be an appropriate use for this site, will not create a traffic hazard if the required vision triangle is adhered to, that the proposed use will not hinder development in the area and will not cause undesirable levels of noise or light in the immediate area and will not cause property values to measurably decline and we therefore grand a Conditional Use Permit to Frens Automotive LLC in accordance with Section 16.04(2)(d)(vi) of the Waupun Municipal Code and in accordance with the Narrative and site plan submitted with said Conditional Use Permit.

Vote: Daane, Medema, TerBeest, Matoushek, Lueck, and Nickel - "AYE". Motion carried, unanimously.

3. Certified Survey Map review for parcel WPN-14-15-99-HF-295-00

Jeff Butzke, surveyor for Compass Surveying LLC appeared and explained the need for a CSM for Joseph and Alyssa Priebe, Lot 29 Hazelton Heights and the unplatted lands. Mr. Butzke noted that the Priebe's wish to add 30' to the north dimension of their lot (29). These lands are presently unplatted. Susan Leahy said some minor corrections to setback lines, etc. have been corrected, however it was noted tonight that the street name on the CSM is noted as Summer St., however it is Summer Ave. and that needs to be corrected prior to recording.

Motion by Medema, seconded by TerBeest to file a favorable recommendation to the City Council for the CSM of Joseph and Alyssa Priebe and known as Lot 29 of Hazelton Heights and part of the SW 1/4 of the NW 1/4, Section 32, T14N R15E, City of Waupun, Fond du Lac County, Wisconsin.

Vote: Daane, Medema, TerBeest, Matoushek, Lueck, and Nickel - "AYE". Motion carried, unanimously.

4. Site Plan Review - 433 E Main St.

The applicant is proposing an approximately 16' x 24' addition on the rear of their bar structure. It would have a 6' x 6'8" overhead door. It will be used for storage of equipment for his bar business and also for a smoking area for his customers, who smoke as smoking is not allowed in the bar. The structure would have three windows on the dimension facing the outside stairs. BJ DeMaa, City Fire Chief viewed the site and has no problems with the proposed addition.

Motion by Matoushek, seconded by Nickel to approve this site plan for the addition to the rear of the "Our Bar" at 433 E. Main St.

Vote: Daane, Medema, TerBeest, Matoushek, Lueck, and Nickel - "AYE". Motion carried, unanimously.

**ADJOURNMENT**

Motion by Medema, seconded by Nickel to adjourn the meeting. Motion carried, meeting adjourned at 5:06 pm.

Fred Lueck  
Secretary



**MINUTES**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, January 28, 2020 at 5:30 PM**

**CALL TO ORDER**

Mayor Nickel called the meeting to order at 530pm.

**ROLL CALL**

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Kaczmariski, Alderman Mielke, Alderman Matoushek, Alderman Vossekul, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Fire Chief Demaa, Finance Director Oosterhouse, Police Chief Loudon, Public Works Director Daane, Utility General Manager Posthuma, and Recreation Director Kaminski. Those staff members absent and excused are Library Director Jaeger.

Other City Staff present is Economic Development Coordinator Van Buren, Fire Chief Assistant Beer, and Accountant Kast.

Members in the audience are Jay Graff.

Media present is Ken Thomas of the Daily Citizen.

**CONSENT AGENDA**

Motion Vanderkin, second Matoushek to approve the Consent Agenda. Motion carried 6-0 on roll call.

**ADMINISTRATORS UPDATE**

**2. Overview Implications of Dodge County Ambulance Study**

Demaa has been conducting intergovernmental meetings with surrounding jurisdictions, which make up the Waupun ambulance district through Fond Du Lac County. City of Waupun is one of 11 jurisdictions in that District. Those in attendance were informed of concerns we have seen locally and how they impacted the other jurisdictions, how the EMS Districts are subsidized through Fond Du Lac County and how that has impacted the Waupun ambulance District over the past 20-30 years, and in 2019 where EMS cost per service exceeded the ambulance subsidy which lead to a cost sharing model being considered. At the next future meeting, a strategic plan for EMS services will be discussed.

Dodge County Supervisors were presented with a report completed by Strategic Management & Consulting Group which reviewed the ambulance system and EMS Operations in Dodge County and provided issues such as staffing and retainage as well as cost.

**RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS**

**3. Certified Survey Map- Joseph & Alyssa Priebe 900 Summer Ave.**

The Priebe's purchased 31.08' X 120' from a property to the north and the survey map was redrawn to include the acquired property with their current parcel, however, on the current map provided, Summer **Street** is noted and should be Summer Avenue.

Motion Kaczmariski, second Westphal to approve the Certified Survey Map of Joseph & Alyssa Priebe of 900 Summer Ave. Motion carried 6-0 on roll call.



## **RESOLUTIONS-ORDINANCES** *(Roll Call Motion)*

### **4. Resolution Authorizing 2019 Budget Amendments in a Series of Funds**

A resolution for consideration is before the Council as during 2019, the Common Council took action that requires related 2019 budget adjustments. Also there are two amendments proposed:

- 1) General Fund – Transfer surplus funds to the Police Department to cover patrol staffing overtime overages and to fund employee retirement liabilities to be paid in 2020. The transferred funds will then be carried over into 2020.
- 2) General Fund / TID 5 – TID 5 performance and cash flow has improved significantly allowing for the planned General Fund Transfer to TID 5 to be reallocated to the Capital Improvement Fund (\$200,000) and the Equipment Replacement Fund \$(30,000). The \$30,000 transfer to the Equipment Replacement Fund would cover the 2020 planned budget deficit of (\$29,815).

Motion Vossekul, second Matoushek to approve Resolution 01-28-20-01 Authorizing 2019 Budget Amendments in a Series of Funds as presented. Motion carried 6-0 on roll call.

### **5. Resolution Approving the Carry Forward of Unexpended 2019 Appropriations**

A resolution for consideration is before the Council as unexpended appropriations as of December 31, 2019 are requested to carried forward to the 2020 budget year. The 2019 unaudited net change in fund balance is \$112,200 compared to a budget deficit amount of \$266,000, a total of \$378,200 above budget. Of the \$112,000 net change in fund balance, \$80,600 is requested to be carried forward to 2020. The favorable change in fund balance is due from the following:

1. Revenues - \$221,200
  - o FEMA and State Aid for 2018 Storm Damage - \$153,000
  - o Interest and investment income - \$48,000 on strong interest rates during 2019
2. Expenses - \$157,000
  - o No contingency funds used - \$40,000
  - o Workers compensation - \$29,000 refund from WC Dividend received based on claims experience
  - o Municipal Software - \$16,000 carryforward expenditure has been postponed
  - o Ambulance - \$24,000

Motion Vanderkin, second Vossekul to approve Resolution 01-28-20-02 Approving the Carry Forward of Unexpended 2019 Appropriations as presented. Motion carried 6-0 on roll call.

### **6. Resolution to Refund and Rescind 2019 Real and Personal Property Taxes**

Assessment errors were made on 2019 Real Estate and Personal Property Tax bills. Statutes provide a process for resolving such assessment errors, which we are following:

1. Real estate parcel # 292-1315-0421-022, a new commercial construction, received a fully assessed improvement value on a partially complete improvement. A refund of \$3,493.85 is owed to the taxpayer. This property is located in a TIF District and cannot be charged back to other taxing jurisdictions.
2. Real estate parcel # 292-1315-0433-043, a new residential construction, was assessed an overstated improvement value on partially complete improvement. A corrected tax bill has been prepared and \$1,943.87 in taxes will be rescinded. This property is also located in a TIF District and cannot be charged back.
3. Personal property parcel # 292-9901-3300-181, a new account, received an overstated assessed value. A refund of \$59.94 is owed to the taxpayer. Due to the dollar amount, this is ineligible for chargeback.
4. Personal property account # WPN00400, a new account, was a duplicate assessment. A refund of \$712.91 is owed to the taxpayer and other taxing jurisdictions will be charged back.

Motion Matoushek, second Westphal to approve Resolution 01-28-20-03 approving to Refund and Rescind 2019 Real and Personal Property Taxes. Motion carried 6-0 on roll call.

### **CONSIDERATION - ACTION**

#### **7. Relocation order and right-of-way plat for Project ID 6998-05-04; Madison Street.**

Right away plat and relocation order for S. Madison St. phase 2 from Libby St. to E. Lincoln St. is before the Council for consideration.

Motion Kaczmarek, second Westphal to approve the Relocation order and right-of-way plat for Project ID 6998-05-04; Madison Street. Motion carried 6-0 on roll call.

#### **8. Sales Study and Nominal payment Parcel Report for Project ID 6998-05-04; Madison Street.**

Highland Group has provided the parcel payment report for Right of Way and Land acquisition. \$15,000 was approved to use toward land acquisition. New information has come with the Nominal Payment Parcel report that puts the total without any disputes to \$19,800.

Motion Matoushek, second Vanderkin to approve the Sales Study and Nominal payment Parcel Report for Project ID 6998-05-04; Madison Street. Motion carried 6-0 on roll call.

### **CLOSED SESSION**

Motion Matoushek, second Vossekul to adjourn in closed session under Section 19.85 (1) (c) (g) of the WI Statutes for negotiations of former MVP Property located in TID 5, investment of public funds for property located in Waupun Industrial Park, and consultation on Property located at 275 S. Madison Street. Motion carried 6-0.

### **OPEN SESSION**

Motion Vanderkin, second Matoushek to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

### **ACTION FROM CLOSED SESSION**

No action in open session.

### **ADJOURNMENT**

Motion Vossekul, second Vanderkin to call the meeting adjourned at 6:41pm. Motion carried 6-0.

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, February 10, 2020**

The meeting was called to order by President Heeringa at 4:00 p.m.

Commissioners Gerritson, Heeringa, Homan, Kaczmariski, Mielke, Thurmer, and Westphal were present.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve the minutes from the January 13, 2020, regular meeting.

On motion by Kaczmariski, seconded by Gerritson and unanimously carried, bills for the months of January 2020 were approved as presented.

General Manager Posthuma reported on the new hire for the Accounting Coordinator position. Alliant Energy Area #4 Transfer of Customers was approved by the Wisconsin Public Service Commission. The transfer date for customers is set for March 2, 2020. MEUW Electric Utility Joint Superintendents Conference & Expo held in January was attended by Posthuma and Brooks. An ordinance and resolution establishing sewer rates for the next four years were approved by City Common Council on January 14, 2020.

Electric Operations Supervisor reported on outages that had occurred. Electric crew has completed work increasing line clearances as requested by ATC. The ATC substation related work is now complete at Waupun Utilities' Main substation. The electric transmission line from ATC is no longer on radial feed and has returned to normal status. Solomon Corporation was awarded the bid to purchase Waupun Utilities' retired transformers.

Water & Sewer Maint/Treatment Supervisor reported that a switch was repaired at the Water Plant and operations are back to normal. Crain Engineering was on site at the WWTP as part of their annual preventative maintenance program and work has been completed. Metal and concrete surfaces in the ferrous chloride room have been restored after years of exposure to acidic fumes. The ferrous chloride has been moved to an outside containment structure to prevent further deterioration. Sanitary crew continue to televise sanitary laterals recording pipe conditions, structural reliability and maintenance needs of the pipe. The exchange of turbine meters with new compound meters at commercial and industrial locations is now complete.

Water & Sewer Maint/Treatment Supervisor presented information from site visits and meetings with manufacturers related to the ABNR project at the WWTP. A brief presentation was shown on centrifuge and dryer equipment which are part of the ABNR system process.

Finance Director Oosterhouse presented 2019 financial highlights. Electric sales were 0.2% higher compared to 2018 on minimal growth in energy consumption. Water sales increased by 3.2% from 2018 primarily from additional billing days for the residential class from the change to end of month billing from middle of month. Sewer sales increased 5.1% from the public authority and residential class. Total cash and investments decreased \$835,000 from sewer capital expenditures and long-term debt decreased by \$648,000.

On motion by Kaczmariski, seconded by Mielke and unanimously carried, the year-to-date financial reports through December 2019 were approved as presented. Electric operating income was \$239,300 or \$10,800 below budget on higher A&G expense from the requirement to record \$53,800 in noncash pension expense. Water operating income was \$794,000 or \$128,400 above budget on higher revenues and lower operating expenses. Sewer operating income was \$342,000 or \$76,700 above budget on higher revenues.

Motion made by Thurmer, seconded by Gerritson and unanimously carried, to appoint Jared Oosterhouse as WPPI Energy Board Director and Steve Brooks as WPPI Energy Board Alternate.

On motion by Thurmer, seconded by Homan and unanimously carried, approval of the Resolution Recognizing the Retirement of Nancy Oosterhouse, Barb Armga, and Randy Posthuma for their years of service to Waupun Utilities.

On motion by Thurmer, seconded by Mielke and unanimously carried, the meeting was adjourned at 5:02 p.m.

The next commission meeting is scheduled on March 9, 2020, at 4:00 p.m.

**Jen Benson**  
Office & Customer Service Lead



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, February 11, 2020 at 6:00 PM**

**CALL TO ORDER**

Mayor Nickel called the meeting to order at 6:00pm.

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

Pledge of Allegiance is heard, followed by a moment of silence

**ROLL CALL**

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Kaczmarski, Alderman Mielke, Alderman Matoushek, and Alderman Vanderkin. Alderman Vossekuil is absent and excused.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Finance Director Oosterhouse, Library Director Jaeger, Fire Chief Demaa, Deputy Lieutenant Pfalzgraf, Public Works Director Daane, Utility General Manager Posthuma, and Recreation Director Kaminski. Chief Louden s absent and excused.

Other City Staff present is Community and Economic Development Coordinator Sarah Van Buren.

Members in the audience are Jay Graff.

Media present is Kevin Haugen of WBEV/WXRO.

**PERSONS WISHING TO APPEAR BEFORE COUNCIL**

No members from the audience come before the Council.

**CONSENT AGENDA**

Motion Vanderkin, second Matoushek to approve the Consent Agenda. Motion carried 5-0 on roll call.

**ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION**

No items were removed from the Consent Agenda.

**RESOLUTIONS AND ORDINANCES:**

**17. Ordinance to amend Ch.4.076 entitled Rapid Entry System**

Demaa comments on the conflicting language in the current ordinance relating to rapid entry systems, commonly referred to as “Knox Box”. Use of the words “encourage” and “shall” have created conflict on the intent of the ordinance. Demaa is requesting language in 4.076 (5) (c) be updated requiring the building owner to “immediately notify the Waupun Fire Department and provide new keys when access locks are changed or re-keyed”.

Motion Matoushek, second Mielke to waive the first reading and adopt Ordinance 20-01 to amend Ch.4.076 entitled Rapid Entry System. Motion carried 5-0 on roll call.

**CONSIDERATION - ACTION**

**18. Request to Fill Police Officer Vacancy due to Resignation**

Due to the resignation of Officer Schreiber, Lieutenant Pfalzgraf makes request to fill the position.

Motion Kaczmarski, second Westphal to approve the hiring of a Patrol Officer due to the recent vacancy. Motion carried 5-0 on roll call.

## **19. Housing Study and Needs Analysis**

Van Buren provides Cedar Corporations findings and recommendations from the housing study.

Motion Matoushek, second Kaczmarski to approve the Housing Study and Needs Analysis as presented. Motion carried 5-0 on roll call.

### **CLOSED SESSION**

Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) **(c) (e)** of the WI Statutes for Promotion, Compensation or Performance Evaluation of City Staff, Land Acquisition Consideration for Monroe Street Pond, and Negotiations of City Owned Land in the Industrial Park. Motion carried 5-0.

### **OPEN SESSION**

Motion Vanderkin, second Matoushek to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 5-0

### **ACTION FROM CLOSED SESSION**

No action.

### **ADJOURNMENT**

Motion Westphal, second Vanderkin to call the meeting adjourned at 7:49pm. Motion carried 5-0.

**Minutes of the Waupun Public Library Board Meeting  
February 17, 2020**

In the absence of Claudia Waskow, President, the meeting of the Waupun Public Library Board was called to order by Beverly Martens, Vice President, at 4:45 p.m. on February 17, 2020. Also present were Sullivan, Schultz, Westphal, Garcia, Jaeger, and Rohrer, virtually via Facetime. Hintze was absent.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the January 20, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through the end of January, 2020 was 12,483 items.
2. Library visits through the end of January, 2020 was 5,438 people.
3. Rural circulation through the end of January, 2020 was 3,376 items.
4. Total Juvenile Circulation through January, 2020 was 3,369 items, which was down 1.4%, unusual after being up for many months.
5. However, total Adult Circulation through January 2020, was 6,281, up 5.6%.

ARTICLE IV: Current budget was discussed. Waiting for two county reimbursement checks, but no problems noted.

ARTICLE V: Motion by Sullivan, supported by Schultz, to pay the February bills. Motion carried 5-0 on roll call. Schultz appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- February 18 – WWII Waupun, 1 pm and 6 pm
- March 16 – Wonderful World of Garlic, 6 pm
- March 26 – Your Genealogy Journey, 6:30 pm
- March 30 – Pioneers of Comedy, 6 pm

b. The Library is now back to full staff.

c. A safety mirror will be installed at the staff entrance so they can see any vehicle traffic alongside the building before they step around the blind corner and into the parking lot.

d. Six exterior outlets have been installed, and padlocks will be used to prevent unauthorized access. These additional outlets will prevent electrical issues which have occurred during the now famous Summer Reading Program Carnival.

- e. Bret presented at the Lions Club on January 28<sup>th</sup> and was well received.
- f. Bret attended a census meeting at City Hall hosted by a representative of the US Census. Information for those attending included why it occurs every ten years and its potential financial and political impact.
- g. All job descriptions had been reviewed by CVMIC in the past and revised according to recommendations. At this time, a new CVMIC representative is recommending different language. All job descriptions will be reviewed in the near future.
- h. It is possible that the Library will be receiving an additional gift from the Ellen Johnson Estate. The transfer of the gift appears complicated. Bret will keep the Board informed as he receives further information.
- i. There has been growing ideology among libraries nationwide to eliminate some or all overdue fines on materials. Bret and Pam provided the Board with pros and cons of such action and other information concerning elimination of fines for consideration. Further discussion to occur at the March meeting.

ARTICLE IX: New Business:

- a. Motion by Rohrer, supported by Sullivan, stating that the Monarch Library System did provide effective leadership and adequately met the needs of the Waupun Public Library in 2019. Motion carried.
- b. Motion by Schultz, supported by Rohrer, to accept the 2019 Annual Report for the Department of Public Instruction as presented. Motion carried.
- c. Motion by Westphal, supported by Sullivan, to accept the revised Bulletin Board/Posting Policy as presented. Motion carried.
- d. Motion by Schultz, supported by Westphal, to direct the City Treasurer to sell the recently received Aflac stock donation and deposit the funds into the Library Board's Local Government Investment Pool (LGIP) account.

ARTICLE X: Motion by Westphal, supported by Rohrer, to adjourn at 5:20 p.m. Motion carried.

Next tentative meeting: March 23, 2020, at **4:45 p.m.**

SANDRA ROHRER Secretary  
SR/bkj





**MINUTES**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, February 25, 2020 at 5:30 PM**

**CALL TO ORDER**

Acting Mayor Matoushek calls the meeting to order at 530pm.

**ROLL CALL**

Council in attendance on roll call is Acting Mayor Matoushek, Alderman Westphal, Alderman Kaczmarski, Alderman Mielke, Alderman Vossekul, and Alderman Vanderkin. Mayor Nickel is absent and excused.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Finance Director Oosterhouse, Fire Chief Demaa, Chief Loudon, Public Works Director Daane, and Recreation Director Kaminski. Staff absent is Library Director Jaeger and Utility General Manager Posthuma.

Other City Staff present is Community and Economic Development Coordinator Sarah Van Buren and Fire Chief's Assistant Mike Beer.

Members in the audience are Kyle Clark, Jay Graff, Sharray Williams Davis and Seth Hudson and Cory Scheidler of Cedar Corporation.

Media present is Ken Thomas of Daily Citizen.

**CONSENT AGENDA**

**1. Future Meetings & Gatherings, License and Permit Applications, Expenses**

Motion Vanderkin, second Vossekul to approve the Consent Agenda. Motion carried 5-0 on roll call.

**CONSIDERATION - ACTION**

**2. Adoption of Study and Recommendations of Municipal Facilities Project**

Seth Hudson and Cory Scheidler of Cedar Corporation present the Facilities Study for consideration of adoption.

Motion Kaczmarski, second Vanderkin to adopt the Facilitation Services to Support Municipal Facilities Projects Plan. Motion carried 5-0 on roll call.

**CLOSED SESSION**

Motion Vanderkin, second Vossekul to adjourn in closed session under Section 19.85 (1) (c)(e) of the WI Statutes for Negotiations of Property located at 520 McKinley Street, Waupun, Negotiations of Developers Incentive in TID 3 – 1 W. Brown St., Negotiations of former MVP property located in TID 5, and Promotion, Compensation and Performance Evaluation of City Staff. Motion carried 5-0.

**OPEN SESSION**

Motion Vanderkin, second Vossekul to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 5-0.

**ACTION FROM CLOSED SESSION**

No action.

**ADJOURNMENT**

Motion Vanderkin, second Vossekul to call the meeting adjourned at 7:15pm. Motion carried 5-0.

**Waupun Public Library**  
123 S. Forest Street  
Waupun, WI 53963  
(920) 324-7925

**March 2020**

**To: Mayor, City Council**  
**From: Bret Jaeger, Library Director**

**Re: Report to Common Council**

**A. Statistics**

Circulation/downloads through the end of February was 23,673 items.  
Library visits through the end of February was 10,865 people.

**B. Future programs**

March 16 – Wonderful World of Garlic, 6 pm  
March 26 – Your Genealogy Journey, 6:30 pm  
March 30 – Pioneers of Comedy, 6 pm

**C. Dementia Friendly refresher training**

A few years ago the library staff received Dementia Friendly training from Dodge and Fond du Lac counties, and recently the staff received refresher training from Rachel Kaminski, Director of Waupun Parks and Recreation.

**D. Scavenger Hunt reading event**

Similar to a Book Bingo event, the Scavenger Hunt reading event ran for about two months with 167 Hunt cards leaving the building, and 48 completed cards were returned. Desk Assistant Lisa Bille did a great job organizing this event.

Any questions, please contact Bret at 324-7925 or [bret@monarchlibraries.org](mailto:bret@monarchlibraries.org).

TO: Mayor & Common Council  
 FROM: Building Inspector  
 SUBJECT: Building Permits for FEBRUARY 2020

**DODGE COUNTY**

NO	HOLDER	ADDRESS	TYPE	COST	FEE
20-	8 Shane Rhodes	816 Symour Street	SFD w/ Attached Garage	250,000.00	2,019.32
20-	10 Our Bar	433 East Main Street	16x24 Storage Addition @ Rear of Building	7,800.00	309.84
20-	11 Dave & Lori Damsteegt	21 Beverly Court	Replace Furnace & AC	11,161.00	35.00
20-	12 Demsey Law	95 South Harris Street	Signage		58.49
<b>TOTAL</b>				<b>\$268,961.00</b>	<b>\$2,422.65</b>

**FOND DU LAC COUNTY**

NO	HOLDER	ADDRESS	TYPE	COST	FEE
20-	9 Carolyn Poortenga	224 Taylor Street	Remodel Bathroom	13,000.00	78.00
20-	14 Steve Wendt	608 North Madison Stre	Replace Furnace		35.00
<b>TOTAL</b>				<b>\$13,000.00</b>	<b>\$113.00</b>

<b>GRAND TOTAL</b>				<b>\$281,961.00</b>	<b>\$2,535.65</b>
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Permits issued in Dodge County	4
Permits issued in Fond du Lac Cty	<u>2</u>
Total Permits for the month	6
Total Estimated Cost of Construction	\$281,961.00
Building Permit Fees	\$2,535.65
Special Assessment Letter Fees	\$200.00
Site Plan Reviews	
Copies of House Plans	\$2.00
Conditional Use Permits	
<b>Grand Total</b>	<b>\$2,737.65</b>

**BUILDING PERMIT COMPARISON**

February 2019: Dodge County - 15 permits; Fond du Lac County - 2 permits  
 Total Estimated Cost of Construction: \$ 270,600.00

**TWO MONTH COMPARISON**

January - February 2017	estimated cost of construction	\$ 811,575.17
January - February 2018	estimated cost of construction	\$ 695,725.00
January - February 2019	estimated cost of construction	\$ 331,606.46
January - February 2020	estimated cost of construction	\$ 347,181.00



# WAUPUN POLICE DEPARTMENT

## Monthly City Council Report

Dispatch Summary From 2/1/2020 To 2/29/2020

16 E. Main St.  
Waupun, WI 53963  
(920) 324-7911

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Total Number of Calls for this reporting period: 1,105

72 HOUR DETENTION	4	MISSING JUVENILE	1
911 CHECK	14	NEIGHBOR DISPUTE	1
911 MISDIAL	1	NOISE COMPLAINT	7
ACCIDENT	13	OFFICER STAND BY	4
ACCIDENT W/BLOCKAGE	3	OPEN DOOR	1
ACCIDENT/INJURIES	2	PAPER SERVICE	2
ALARM TEST	2	PARKING ENFORCEMENT	22
ANIMAL COMPLAINT	9	PRISONER TRANSPORT	7
ASSIST CITIZEN	35	PROWLER	1
ASSIST MOTORIST	4	RECKLESS DRIVER	5
ASSIST OTHER AGENCY	12	RESTRAIN ORDER VIOL	1
ATTEMPT TO LOCATE	5	SCAM	4
AUTO THEFT	1	SEX OFFENDER	1
BIKE STOP	1	SHOPLIFTER	2
BUILDING CHECK	11	SPECIAL ASSIGNMENT	7
BURGLARY	1	SPEED GRANT	2
CAR IN DITCH	3	STRUCTURE FIRE	2
CARCASS IN ROADWAY	1	SUBJECT STOP	3
CHECK WELFARE	21	SUBJECT WITH WEAPON	1
CHILD CUSTODY	1	SUSP ACTIVITY	8
CIVIL PROBLEM	6	SUSP PERSON	3
CLICK IT GRANT	2	SUSPICIOUS VEHICLE	19
COUNTY AMBULANCE	39	TALKS/TOURS	1
CR DAMAGE TO PROP	1	THEFT	4
DEPARTMENT K9 DOG	5	THREAT COMPLAINT	7
DIRECTED AREA PATROL	234	TRAFFIC PROBLEM	1
DISORDERLY CONDUCT	7	TRAFFIC STOP	179
DOMESTIC DISPUTE	11	TRESPASSING	1
DRUGS/NARCOTICS	7	TRUANCY	7
ESCORT FUNERAL	2	VANDALISM	1
EXTRA PATROL	160	WARRANT	3
FIRE ALARM	5	WARRANT OTHER AGENCY	3
FOLLOW UP	55	WAUPUN ORDINANCE	12
FOOT PATROL	7	WRONG WAY DRIVER	1
FOUND ANIMAL	4		
FOUND PROPERTY	1		
FRAUD/FORGERY	4		
GAS DRIVE OFF	4		
GAS LEAK	1		
HARASSMENT	4		
HIT AND RUN	1		
HOUSE WATCH REQUEST	41		
INFO TO DOCUMENT	2		
INTOXICATED DRIVER	1		
INTOXICATED SUBJECT	1		
INTRUSION ALARM	11		
JUVENILE PROBLEM	7		
LITTERING	1		
LOITERING	11		
LOST ANIMAL LOCATED	1		
MISSING ADULT	1		

## Waupun Police Department Update – February Report

**Meetings** – Department Head/CVMIC Workshop, PD Supervisor Meeting, Detective Meeting, Aging Coalition, Drug Task Force Meeting, Child Abduction Response Team Section Chiefs Meeting, and Dodge County Allies for Substance Abuse Prevention.

**Senior Citizen Academy** – The PD held 4 sessions at the senior center in the following topics; PD Overview and Equipment, K9 Demo, Evidence and Investigations, and Use of Force.

**Events**- Active Threat Presentation (Horicon Bank), FDL and Dodge Awards Banquet, and Spillman RMS Demo.

**Department Training** – Firearms and Whiteboard Critical Incident training,

**Training** - Lt. Pfalzgraf, Lt. Brzezinski and Officer Hraban attended Active threat training.

**Traffic Safety Grant** – Waupun is partnering with both Dodge and FDL County in the traffic safety campaign.

### Complaints

#### **13 OWI's between 1/1/20 and 3/1/20**

**Vehicle Theft** – Sunday February 2, 2020 at 5:26am, police responded to a residence in the 500 block of E Brown St for a vehicle theft. The vehicle was located in the city of Fond du Lac. Charges of Operating w/out Owners Consent, Theft (2 counts), Bail Jumping, Possession of THC, and Disorderly Conduct are being referred to the Dodge County DA's Office against a 29 year old Waupun woman.

**Disturbance** – Tuesday February 4, 2020 at 2:15am, police responded to a residence in the first block of Beverly Ct for a report of a physical domestic disturbance. A 38 year old Waupun man left the scene prior to police arrival, but was located driving a short distance away. The man then fled from police in his vehicle. The vehicle was stopped south of Waupun on County Road M and the man was taken into custody. The man was transported to the Dodge County Jail and held on charges of Fleeing/Eluding Police, Domestic Suffocation/Strangulation, False Imprisonment, and Substantial Battery.

March 3, 2020

1. **Current Projects:**

- Working on re-writing job descriptions for DPW employees.
- Attended Rock River Stormwater Group meeting.
- Working on Monroe St. Pond with MSA
- Pedestrian Crossing flag holders have been installed
- Working with DOT on the HWY 68 project for 2021
- Working with Gremmer, DOT and Highland group on S. Madison St. Project. They will start making offers soon.
- Attended LAPWA meeting
- Met with Advanced Disposal about the upcoming garbage/recycle contract.
- Attended CVMIC classes.
- Worked with the Township on an agreement for the paving of Woodland Dr.
- Going through the transition plan for updates to buildings and parks
- Reviewed Facility Study from Cedar Corp.
- Asphalt bids were opened for summer projects
- Working on budget items for 2021

2. **DPW Crew Projects**

- Backfill Test Holes
- Building & Grounds building duties
- Diggers Hotline Locates
- Fill Potholes
- Haul Brush bins
- Haul Snow
- Install Signs for ATV route
- Load trucks
- Plow Snow
- Replace signs
- Salt Streets
- Set up City Hall for events
- Shovel sidewalks
- Vehicle Maintenance
- 

**Administrative Assistant**

- Working on 2019 MS4 Annual Report.
  - Issued dog/cat licenses
  - Helped with elections – registration and absentee voting
  - Created a map for the police department for a table top exercise.
  - Updated storm sewer with as-builts for the Madison Street project.
-

- 
- Issued assessment letters.
  - Defibulator Inventory
  - Updated salt usage calendar and spreadsheet
  - Snow assessments
  - Bulk pick-up flyer and update website
  - Yard Waste pickup flyer and update website
  - Scanned in building permits from 2011 and 2012
  - Scanned in assessment letters from 2017 and 2018
  - Compost Hauler Applications
  - Created maps for multiple departments including the Clerk, DPW, Administrator, and Police Dept.
  - Entered equipment invoices into Cartegraph.
  - Updated website.
  - Garbage/recycling container complaints
  - Monthly building permit report
  - Assign account #'s to bills.

Please call 324-7918 with any questions you may have.  
Jeff Daane, Director of Public Works





# Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

B.J. DeMaa, Chief  
bjdema@waupunpd.org

## Monthly Report

Date: March 5, 2020  
 To: Mayor, Council, City Administrator, and PFC  
 From: Fire Chief, B.J. DeMaa  
 Re: February Report

### Fire Calls:

There were seven (7) fire & rescue calls in the month of February for a total of twenty-eight (28) YTD.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
1	1	1	0	4	0	7

\* 86% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
2	0	1	0	1	1	2	7

\* 43% of fire calls came in during Monday-Friday work week.

Response Area:	
Aldermanic District 1	1
Aldermanic District 2	0
Aldermanic District 3	3
Aldermanic District 4	0
Aldermanic District 5	3
Aldermanic District 6	0
Mutual Aid	0

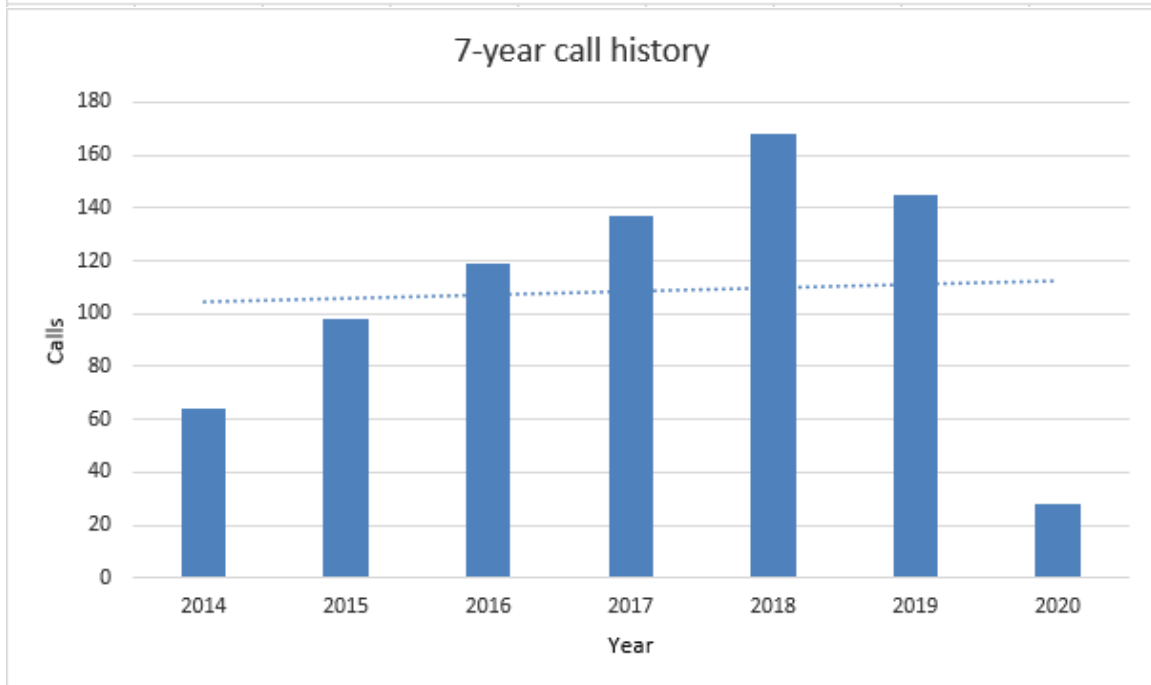
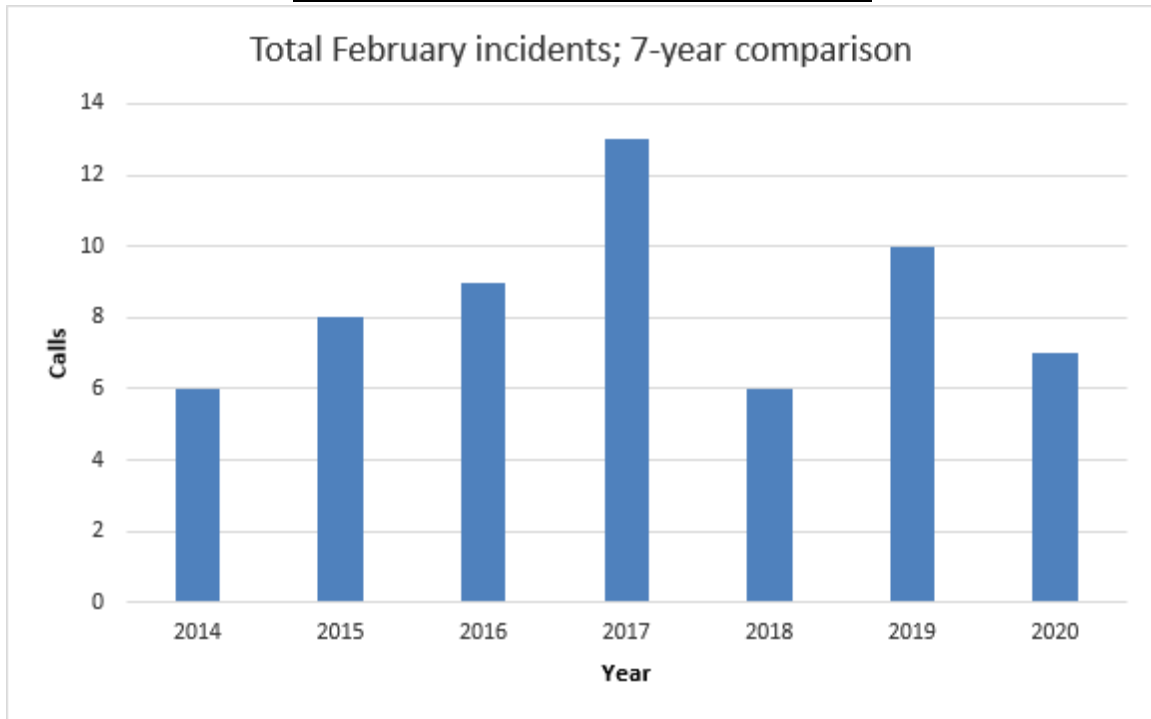
<b>Incident Type:</b>		
<b>Incident Type</b>	<b>Count</b>	<b>% of Incidents</b>
Fire, other (100)	1	14.29
Overpressure rupture (220)	1	14.29
Vehicle accident, general clean-up (463)	1	14.29
Alarm system – malfunction (735)	1	14.29
Smoke detector activation – no fire (743)	2	28.57
Alarm system activation – unintentional (745)	1	14.29

<b>Average Personnel Response (excluding mutual aid):</b>		
	<b>Avg # of Responders</b>	<b>% of Total Department</b>
4A – 8P	15.1	50%
8P – 4A	13	43%

\* Current roster is 30 members.

\*\* National Institute of Standards and Technology (NIST) recommends no less than 18 firefighters for offensive fire attack at structure fire.

**Call Summary (7-year comparison):**



March 5, 2020

## **Projects/Special Events/Information:**

Met with Kathy, Jared, and Michelle to discuss fire consolidation. The next big discussion with the Townships will be what a potential asset merger looks like.

Attended the WI State Fire Chiefs' Winter In-service Conference. The most notable discussion that took place revolved around perflouroalkyl and polyflouroalkyl substances, also known as PFAS. PFAS are a family of human-made chemicals that are found in a wide range of products used by consumers and industry. PFAS is most notably used in class B firefighting foams and also in firefighter turnout gear to enhance water repellent characteristics. More discussion and information will be forthcoming.

## **Staffing:**

A number of firefighters are currently enrolled in continuing education classes.

- Joe Barnes – Firefighter 1
- Tom O'Neill and Selena Rosales – Driver/Pumper Operator
- Michelle Fenz, Erick Searvogel, Rick Searvogel, Rick Smith, Emily Truttman, Mike Tuler – Firefighter 2

Firefighters Joe Barnes, Selena Rosales, Emily Truttman, and Mike Tuler completed their Ice Rescue Technician certification and are also certified Ice Rescue Trainers. These individuals will work to develop ice rescue procedures and training for the entire department over the next year.

## **Inspections:**

No update

## **Training:**

Training for the February 3<sup>rd</sup> meeting consisted of aerial operations and Knox Box locations/maintenance.

Training for the February 17<sup>th</sup> meeting consisted of station work which included monthly vehicle and PPE maintenance.

March 5, 2020

### **Emergency Government:**

We continue to await word on our Integrated Emergency Management Course (IEMC) application. The IEMC is a four day, exercise-based training activity for Emergency Operations personnel and community stakeholders to practice simulated, but realistic, crisis situations, within a structured learning environment. The jurisdiction selects the hazards and core capabilities it wishes to simulate in classroom and exercise components of the course. The design will reflect the jurisdiction's specific hazards and organizational structure included in its emergency plans.

### **Code Enforcement – Mike Beer:**

#### **February:**

No report

Jan-20 Feb-20

<b>Monthly Breakdown:</b>		
Pre-Hospital Calls	64%	71%
DOC Calls	19%	23%
Care Facility Calls	18%	6%

<b>Annual Breakdown:</b>	
Pre-Hospital Calls	67%
DOC Calls	21%
Care Facility Calls	12%

<b>Annual Call Type Breakdown:</b>	
Allergic Reaction	1%
Altered Mental Status	5%
Bleeding	4%
Chest Pain	8%
Choking	0%
CO Poisoning	0%
Diabetic	1%
Dead on Arrival	2%
Dog Bite	0%
Fainting	5%
Falls	9%
Falls - no transport	2%
Fever	3%
Headache	0%
Heat/Cold Exposure	0%
Ingestion	1%
Laceration	1%
Medical Alarm	3%
Motor Vehicle Collision	5%
N/V	4%
Overdose	1%
Pain	7%
Pulseless, Non-breathing	2%
Psychiatric	4%
Shortness of Breath	12%
Stroke	2%
Seizure	5%
Suicide Attempt	2%
Trauma	3%
Unknown	6%
Unresponsive	0%
Weakness	5%
FD standby	1%
PD standby	1%

Paramedic Intercept	0%
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**Annual Call Disposition:**

Medical Facility	78%
No transport	22%

**Annual Dept. of Corrections Usage:**

DCI	53%
FLCI	23%
John Burke	0%
WCI	25%

**Annual Care Facility Usage:**

Christian Home	13%
Christian Homestead	9%
Marvin's Manor	13%
Prairie Ridge	30%
Anchor Communities - Brandon	4%
Bethesda Lutheran - Brandon	30%

**Interfacility Transports out of WMH:**

Total requests	0
Total accepted	0
Acceptance rate	#DIV/0!



TO: Waupun Utilities Commissioners  
FROM: Jared Oosterhouse  
DATE: February 28, 2020  
SUBJECT: Finance Director Report

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**APPA Legislative Rally:** General Manager Randy Posthuma and Mayor Nickel traveled to D.C. and joined other public power representatives to speak with legislators about important energy policies that have the potential to affect our utility, community and public power as a whole. They had the opportunity to meet with Senators Tammy Baldwin and Ron Johnson, as well as Congressman Glenn Grothman.

**Staffing:** Recent new hires are transitioning well into their new roles. We will continue to focus on training over the next 3-6 months.

**Audit Report:** The audited financial statements should be finalized near the end of March. Dan La Haye with Baker Tilly plans to present the audit report and management letter at the April 13<sup>th</sup> Commission Meeting.

**Regulatory Reports:** Annual regulatory reports including the Gross Receipts Report and the Annual PSC report are being worked on by staff and will be submitted timely by April 1<sup>st</sup>.

**Financial Report:**

1. Construction and Plant Additions Summary
  - a. Electric completed work requested by ATC to increase line clearances. This work performed was invoiced to ATC.
  - b. Water purchased \$13,300 in water meters, which was higher than planned.
  - c. No other significant items to note.
2. Sales and Revenue Dashboard
  - a. Electric kWh sales were 1.4% below budget on warmer temperatures. January was nine degrees warmer than average.
  - b. Water sales were 1.7% above budget on higher sales from commercial and industrial classes.
  - c. Sewer sales were 7.6% above budget on high volume treated from the public authority class.
3. Electric Utility – Income Statement & Budget Comparison



- a. Operating revenues were \$11,600 below budget on lower sales from warmer than average temperatures.
  - b. Operating expenses were \$14,000 over budget due primarily to 3 payroll periods in the month of January and for some annual expenses paid in January that were not normalized over 12 months such as the employer HSA contribution.
4. Water Utility – Income Statement & Budget Comparison
  - a. Operating revenues were \$1,000 above budget.
  - b. Operating expenses were \$5,600 below budget on lower water treatment expenses and distribution maintenance expenses due less water main breaks than normal.
  - c. A&G expense is \$12,000 higher than budget from 3 payroll periods in the month of January and for some annual expenses paid in January that were not normalized over 12 months such as the employer HSA contribution.
  - d. Operating income and net income are within expectations.
5. Sewer Utility – Income Statement & Budget Comparison
  - a. Operating revenues were \$18,000 above budget on strong public authority sales.
  - b. Operating expenses were \$17,000 below budget on lower WWTP operation expenses and maintenance expenses. These expense categories were lower than expected mostly due from the timing of when chemicals are needed and purchased or when the maintenance is scheduled and performed.
  - c. Operating income was higher than average at \$46,800 on strong revenues and lower monthly expenses.
6. Balance Sheet
  - a. Sewer cash decreased \$222,500 on payments made for the design engineering services performed for the WWTP upgrade.
7. Monthly Dashboard – Cash & Investments
  - a. Total cash and investments decreased \$215,000 from the payments made for the WWTP upgrade design engineering.



TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: March 4, 2020  
SUBJECT: Monthly Operation Report

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### **Water Treatment Facility:**

There are no call-ins to report this month.

The water treatment facility is performing well and water quality continues to be consistent barring the varying weather temperature swings.

Municipal Well and Pump has completed removal and inspection of Well 4. All pump parts, components, column pipes, bowl assemblies, and impellers showed no significant washing, pitting, or wear.

### **Wastewater Treatment Facility:**

There is one call-in to report this month. On February 26<sup>th</sup>, the digester heat exchanger failed to fire upon start up. After trouble shooting, a faulty contact relay was identified as the problem. The relay was replaced and the heat exchanger was returned to service.

Staff continues working on routine maintenance and pump repairs, in preparation of the spring melt and rains.

### **Water/Sewer Crew:**

There was one water main break located on South West St. This was a 6 inch main, and the break was a "blow hole". The break was leaking approximately 210 gallons per minute, for 3.5 hours, totaling 43,920 gallons. Repairs were made and service was restored during normal work hours.

There is one call-in to report this month. On February 29<sup>th</sup>, there was a sanitary main back up. Staff was able to clear a portion of the blockage allowing the main to free flow. During the follow-up inspection with the tv camera, staff identified a partial collapse of a clay collar within the main. Using the jetter truck and camera simultaneously, staff was able to break off remaining collar and remove debris from flow line.

Staff continues televising sanitary mains for the next month. Televising allows staff to pinpoint areas within the sanitary sewer system that need a more thorough investigation due to the critical nature of the location.

**ABNR Update:**

CO2 quality and optimization study has been running for just over a week. Results from this study will help determine sizing of cogen, gas clean up equipment, and quality of gas. The study consists of running 3 photo bioreactors in parallel with the following conditions:

- Reactor 1 - Bubbling air with CO2 (carbon dioxide) added as needed for pH control only.
- Reactor 2 - Bubbling a flue gas mix with NO (nitric oxide) and SO2 (sulfur dioxide).
- Reactor 3 - Bubbling air with NO and SO2.

Results thus far, no major difference between reactors 1 and 3. Reactor 2 is actually growing better than the others (likely because it has a high CO2 concentration). There is no observable inhibition from NO and SO2. Reactor 2 mimics how full scale design/process would be operating.

This concludes my report. Please do not hesitate to contact me with your questions or concerns at 324-7920 or [sschramm@wppienergy.org](mailto:sschramm@wppienergy.org).



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, Electric Operations Supervisor  
DATE: March 9, 2020  
SUBJECT: Electric Operations Report

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## Electric Department Update:

One power outage to report

- On February 29<sup>th</sup> at 2:30 a.m. a power outage was reported at 916 S. Madison St. A pad mount transformer failed. The transformer was replaced and power was restored at 6:30 a.m.

Line Clearance

- The electric crew is making good progress working on cycle trimming. They will complete the line clearance work the first week in April.
- Makovsky Brush Service(MBS) is now scheduled for the last week of March. MBS will work on trimming lines from the Main Substation. Feeder #6, and Feeder #7.

Alliant Purchase Update

- On Monday, March 2<sup>nd</sup>, Waupun Utilities took over the last of 4 lines purchased from Alliant Energy. This added 33 new customers on Savage Rd. and County Rd. MMM which include the Fond du lac County Park, The Rock Golf Course, and Carew Concrete.
- With the Alliant Area 4 purchase, we acquired an important 3-phase line. This line allows us to continue with the voltage conversion on the west side of town. It will also help with the voltage conversion for Feeder #1 from the Main Substation in the future.

Voltage Conversion Feeder #1 West Substation

- A series of 4 power outages are scheduled for the first week in March. The electric crew will be working throughout the night and early morning to help minimize the inconvenience for the commercial customers affected. The last of the outages is scheduled for completion on March 6<sup>th</sup>. Once completed Feeder #1 from the West Substation will be retired. At that time, we will have a second 12,470-volt feeder in service to the west side of town.

Equipment Update

- Waupun Utilities purchased a used 2015 Altec DB37 track digger derrick (backyard machine). This unit will replace the 2008 Altec DB35.

This concludes my report for March 2020. Please contact me at 324-7920 or [sbrooks@wppienergy.org](mailto:sbrooks@wppienergy.org) with any questions or concerns.

## PUBLIC NUISANCES

### 9.02 - DEFINITIONS.

- (1) PUBLIC NUISANCE. A public nuisance is a thing, act, occupation, condition or use of property which shall continue for such length of time as to:
  - (a) Substantially annoy, injure or endanger the comfort, health, repose or safety of the public;
  - (b) In any way render the public insecure in life or in the use of property;
  - (c) Greatly offend the public morals or decency;
  - (d) Unlawfully and substantially interfere with, obstruct or tend to obstruct or render dangerous for passage any street, alley, highway, navigable body of water or other public way or the use of public property.
- (2) PUBLIC NUISANCES AFFECTING HEALTH. The following acts, omissions, places, conditions and things are hereby specifically declared to be public health nuisances, but such enumeration shall not be construed to exclude other health nuisances coming within the definition of subsection (1) of this section:
  - (a) All decayed, harmfully adulterated or unwholesome food or drink sold or offered for sale to the public.
  - (b) Carcasses of animals, birds or fowl not intended for human consumption or food which are not buried or otherwise disposed of in a sanitary manner within 24 hours after death.
  - (c) Accumulations of decayed animal or vegetable matter, trash, rubbish, rotting lumber, bedding, packing material, scrap metal or any material whatsoever in which flies, mosquitoes, disease-carrying insects, rats or other vermin may breed.
  - (d) All stagnant water in which mosquitoes, flies or other insects can multiply.
  - (e) Privy vaults and garbage cans which are not flytight.
  - (f) All noxious weeds and other rank growth of vegetation.
  - (g) All animals running at large.
  - (h) Air pollution.
  - (i) The pollution of any public well or cistern, stream, lake, canal or other body of water by sewage, creamery or industrial wastes or other substances.
  - (j) Any use of property, substances or things within the City emitting or causing any foul, offensive, noisome, nauseous, noxious or disagreeable odors, gases, effluvia or stenches extremely repulsive to the physical senses of ordinary persons which annoy, discomfort, injure or inconvenience the health of any appreciable number of persons within the City.
  - (k) All abandoned wells not securely covered or secured from public use.
  - (l) Any use of property which shall cause any nauseous or unwholesome liquid or substance to flow into or upon any street, gutter, alley, sidewalk or public place within the City.
  - (m) Permitting any dog to run at large in the City or taking any dog upon a leash into any City park ~~of the McCune Park Beach and Lake area~~. This restriction does not apply to service animals defined under the Americans with Disabilities Act (ADA), as may be amended in the future.
  - (n) Parking any truck or trailer used to transport garbage, refuse, livestock or animal wastes for more than one hour on any public street, alley or parking lot or upon any private property which has been zoned for residential, business or commercial purposes unless the vehicle has been washed to remove all materials which would attract flies, insects or vermin or result in offensive odors.

ORDINANCE NUMBER 20-\_\_\_\_\_

AN ORDINANCE TO AMEND CHAPTER NINE OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "PUBLIC NUISANCES."

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

SECTION 1: Section 9.02 (2)(m). of the Waupun Municipal Code entitled "PUBLIC NUISANCES AFFECTING HEALTH" is amended to read:

m. Permitting any dog to run at large in the City or taking any dog upon a leash into any City park. This restriction does not apply to service animals defined under the Americans with Disabilities Act (ADA), as may be amended in the future.

SECTION 2: This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Julie J. Nickel, Mayor

ATTEST:

\_\_\_\_\_  
Angela J. Hull, City Clerk



# AGENDA SUMMARY SHEET

**MEETING DATE:** 03/10/20

**TITLE:** Authorization to Fill Lieutenant and Patrol Officer Vacancy

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Scott Loudon, Police Chief

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

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**ISSUE SUMMARY:**

At the February 11, 2020 Council meeting, the Council approve filling the Patrol Officer vacancy, due to the resignation of Officer Schreiber. Lieutenant Kreitzman has made request to return to Patrol and fill that vacancy. This request has been approved.

I now make request for authorization to fill the Lieutenant position. I anticipate promoting within the Department, which if filled, will create a Patrol Officer vacancy.

I request authorization to fill the Lieutenant vacancy, and if promoted within the Department, to also fill a Patrol Officer position.

**STAFF RECCOMENDATION:**

Authorization to fill the Lieutenant vacancy and, contingent upon an internal promotion, to fill the Patrol Officer vacancy.

**ATTACHMENTS:**

None

**RECCOMENDED MOTION:**

Motion to authorize the Police Chief to fill the Lieutenant vacancy and, contingent upon an internal promotion, to fill the Patrol Officer vacancy.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 3/10/20

**TITLE:** Recommendation to Revise Vacation Policy in Employee Handbook

**AGENDA SECTION:** Consideration - Action

**PRESENTER:** Kathy Schlieve

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Budget Neutral	

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In reviewing the employee handbook, and in comparing with other municipalities in the area, we are recommending a modification to the vacation policy as outlined in the employee handbook. The revision adds vacation time based on a prorated number of hours worked for part-time department-head, exempt-level positions. While this affects a very limited number of positions, adding this benefit will make it easier to recruit for and retain talent in executive-level roles when they are less than full-time.

**STAFF RECOMMENDATION:**

Approve vacation policy change as recommended

**ATTACHMENTS:**

Redlined vacation policy

**RECOMMENDED MOTION:**

Motion to approve the vacation policy language in the employee handbook as presented.



**Amend Vacation Policy as Follows:**

Vacation time is provided so those employees may enjoy periods of rest, relaxation and pursuing special interests. Full-time employees are eligible to accrue vacation in a pro-rated manner during the year from the employee’s anniversary date of hire to be used the following year. **Due to the nature and expectations of their work, Department-head level employees who are classified as regular part-time salaried exempt status may be eligible to accrue prorated vacation in proportion to the number of hours the employee is regularly scheduled to work as determined by the classification by the City. The City’s determination of the accrual of vacation is final.** Employees are not eligible to use paid vacation during the first year of employment unless previously approved by the Common Council or Library Board.

The vacation schedule is as follows for regular full-time employees:

<b>Year of Full-Time Employment</b>	<b>Hours per year</b>	<b>Weeks per year</b>
After one (1) but less than seven (7)	80	2
Seven (7) but less than fifteen (15)	120	3
Fifteen (15) but less than twenty (20)	160	4
Twenty-one (21) and over	200	5

The formula for computing how vacation is earned in the event an employee’s vacation for the year must be prorated is as follows: Number of vacation days eligible for the year divided by 365 (or 366) days = Accrual of vacation per day.

For example: 10 days (80 hrs) / 365 = .0274 accrual per day

Employee leaves employment on Sept. 10 with an anniversary date July 5

July 5 through Sept. 10 = 63 days

63 x .0274 = 1.7262 days

The City of Waupun, in its discretion, may round vacation to the nearest whole number.

Employees on an approved leave of absence lasting less than 30 days will continue to accrue vacation. Vacation will not accrue during periods of leave exceeding 30 days.

Vacations are not cumulative and may not be carried over from service year to service year unless the employee requests to carry over vacation in advance and the request is approved by the City Administrator. Unused vacation hours will not be paid out to an employee.

The City of Waupun will attempt to schedule vacation at the time desired by the employee, while also considering the interests and needs of the City of Waupun. In addition to taking into account the days which an employee received in the past as vacation, length of service will be another factor in cases of conflicts in vacation requests. The determining factor will always be the interests of the City of Waupun.

Prorated vacation shall be paid to any employee in event of termination of employment of the vacation leave that has not been taken prior thereto. In the event an employee resigns, is laid

off, or discharged prior to the anniversary date after having taken or been paid value of the unearned portion of the vacation taken or vacation pay received shall be deducted from the employee's paycheck.

In case of the death of an employee, such vacation pay in the year of death shall be computed on a pro-rata basis. Such payment shall be based upon the current earnings of such employee.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 3/10/20

**TITLE:** Approve Finance Director Job Description and authorization to fill

**AGENDA SECTION:** Consideration - Action

**PRESENTER:** Kathy Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
High Performance Government	Budget Neutral

A vacancy has been created by the departure of Jared Oosterhouse from the Finance Director position with the city. That position is an essential position with the city. The Finance Director Job Description has been updated to reflect the essential duties, knowledge, skills and abilities required of someone in that position. We are recommending that that vacated role move from a contracted position with Waupun Utilities to a permanent part-time position within the city. Job responsibilities are covered per WI Statute 62.09 (10) and as outlined in the description. This position has been classified using the city’s new compensation system and policy adopted in late 2019. As part of the total staffing picture for the Accounting and Finance department all proposed changes will be budget neutral for 2020. We are also seeking permission to fill this position.

**STAFF RECOMMENDATION:**

Approve the job description as presented.  
 Grant permission to fill the Finance Director position.

**ATTACHMENTS:**

Job description for Finance Director

**RECOMMENDED MOTION:**

Motion to approve the Finance Director job description as presented.

Motion to authorize filling of the Finance Director job description.

**City of Waupun  
Position Description**

<b>JOB TITLE</b>	Finance Director (part-time .6 FTE)
<b>REPORTS TO</b>	City Administrator
<b>DEPARTMENT</b>	Finance
<b>TYPE</b>	Non-Represented
<b>FLSA (overtime status)</b>	Exempt
<b>Approved</b>	
<b>Salary Range</b>	Grade R

**GENERAL PURPOSE:**

The Finance Director ensures fiscal stability by managing city finances; providing financial analysis and recommendations; and supervising accounting and financial operations. This position supervises employees who are involved with accounting and treasury support functions. This is a part-time role, working 24 hours per week with some ability to flex hours to accommodate meeting attendance and seasonal workload fluctuations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervise daily accounting operations and staff by developing appropriate fiscal policies and procedures; providing oversight for all financial functions including: preparation of bi-weekly payroll, maintenance of the general ledger, management of inventory, management of accounts receivable, payment of accounts payable and disbursement of payment for accounts payable ensuring that generally accepted accounting practices are followed; providing guidance to staff as needed and performing first line supervisory responsibilities such as recruitment and performance evaluation.
2. Perform the statutory duties of the Comptroller with oversight responsibility of the following functions of the City Treasury as outlined in Sections 62.09a-cof the WI Statutes: tax collection, keeping detailed accounts, reporting on monies received and disbursed, and the condition of the treasury.
3. Ensure fiscal stability of the City by developing short and long range fiscal plans; coordinating the development of operational and capital expenditure budgets; managing City investments and debt obligations; monitoring revenues, expenditures and budget adherence; participating in contract negotiation, insurance and risk management, disbursement of payment and approval for contracted services; overseeing annual financial audits.

4. Provides financial information to Council as requested by presenting financial analysis and recommendations; preparing financial statements; accumulating and analyzing annual report data and statistics; supervising the management of cash flow; overseeing the preparation of year end payroll and tax reports.
5. Maintains internal control by analyzing variances; overseeing reconciliation of accounts receivable and general ledger accounts monthly to supporting detail including cash, investments, interfunds, accounts payable, taxes, debt, and others; providing bank deposit oversight; and providing technical support to accounting staff.
6. Manage information technology and communications systems by overseeing purchase, installation and maintenance of computer hardware and software as well as telephone systems and copiers.
7. Contributes to team effort by providing support to all City departments; serving as a member of the City management team and accomplishing related results and performing other required duties as needed.

**ESSENTIAL KNOWLEDGE, ABILITY AND QUALIFICATIONS:**

A Bachelor's degree in Business Administration, Accounting or Financial Management is required, as well as three to five (3-5) years' supervisory experience, preferably related to financial/accounting operations.

Significant knowledge of generally accepted accounting principles and financial management practices, including the ability to analyze and solve a variety of accounting and fiscal issues from both long-term and daily operational perspectives.

Considerable knowledge of computer hardware and software, and computerized office management applications including experience with automated accounting and financial systems. Specific experience in Microsoft office applications (Word, Excel, PowerPoint, Outlook) preferred.

Considerable knowledge of appropriate supervisory and human resource principles and practices.

Understanding of effective customer service principles and techniques. Ability to communicate effectively both verbally and in written form.

Must possess and maintain a valid State of Wisconsin Driver's license.

**PHYSICAL REQUIREMENTS:**

Work is normally performed in a climate-controlled office environment with minimal physical exertion. Activities include frequent written and verbal communication with city staff, council members, and consultants. Requires ability to present financial information in a formal setting to council members and public. Extensive use of computer to enter and analyze financial data, produce reports and verify figures. Uses the telephone extensively to communicate with numerous parties to address concerns and issues. Requires the ability to occasionally lift and move paper or other office supplies weighing 25 lbs. or more.

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Waupun is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 3/10/20

**TITLE:** Approve Accounting Specialist Job Description and authorization to fill

**AGENDA SECTION:** Consideration - Action

**PRESENTER:** Kathy Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
High Performance Government	Budget Neutral

As a result of our working relationship with Waupun Utilities we are eliminating the Accountant role and adding an Accounting Specialist position. As part of designing this job, we evaluated and are aligning roles and responsibilities from the Clerk/Deputy Treasurer office to better balance workload with the front office. This involves transferring responsibility of the Accounts Payable role to the Finance and Accounting department and adds an additional backup resource for payroll processing as may be needed. This position will aide tax collection and licensing and will provide customer service backup in the front office as well. The position as presented has been classified using the new compensation policy and as part of the total staffing changes that are occurring with the Finance Director role is budget neutral for 2020.

**STAFF RECOMMENDATION:**

Approve the job description as presented.  
Authorize to fill.

**ATTACHMENTS:**

Job description for Accounting Specialist

**RECOMMENDED MOTION:**

Motion to approve the Accounting Specialist job description as presented.

Motion to authorize to fill the Accounting Specialist position.

**City of Waupun  
Position Description**

<b>JOB TITLE</b>	Accounting Specialist (part-time 20 or 24 hours per week)
<b>REPORTS TO</b>	Finance Director
<b>DEPARTMENT</b>	Finance
<b>TYPE</b>	Non-Represented
<b>FLSA (overtime status)</b>	Non-Exempt
<b>COUNCIL APPROVED</b>	
<b>SALARY RANGE</b>	Grade G

**GENERAL PURPOSE:**

The Accounting Specialist performs a variety of governmental accounting functions under the direction of the finance director, including maintaining journals and general ledgers, ensuring accuracy of posting, analyzing discrepancies, and reconciling bank statements. The position supports the City Clerk through payroll preparation and the City Administrator through budget analysis and special report preparation, The position provides back-up support for the reception area of City Hall. This is a part-time role, working 20 or 24 hours per week with some ability to flex hours to accommodate office coverage requirements and meeting attendance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Finance and Accounting Responsibilities:**

- Maintain general ledgers including subsidiary ledgers and supporting records.
- Prepare monthly journal entries for general ledger.
- Prepare monthly financial statements in accordance with GASB and GAAP.
- Maintain fixed asset detail records.
- Reconcile bank and investment accounts monthly.
- Assist finance director with budget preparation.
- Assist finance director with preparation of data and work papers necessary for annual financial audit.
- Assist finance director with year-end closing entries, reconciliations, adjusting entries, and financial reports.
- Provide monthly budget reporting to department directors.
- Monitor and coordinate collection efforts of delinquencies.

Provide backup coverage for accounts payable processing and tax collection.

- 

**Grant Management Responsibilities:**



- Prepare and maintain financial and operating schedules for the Taxi Fund. Prepare annual taxi operating grant applications. Prepare appropriate quarterly and annual reports.
- Monitor Community Development Block Grant and other housing programs.
- Prepare and maintain financial, reimbursement and reporting requirements for grants obtained to support capital improvement and/or community development projects.
- Provide financial oversight for the Business Improvement District and Community Development Authority.

**Special Project Responsibilities:**

- Coordinate special projects to enhance the efficiency of government operations.

**Other Job Responsibilities:**

- Customer service backup, answering phones/inquiries, taking/posting payments, preparing bank deposits.
- Provide backup assistance with payroll review, processing, and report filing as directed by the City Clerk
- Website administration for the finance department.
- Respond to requests for information and assistance to the general public and outside agencies; follow-up on complaints and inquiries.
- Gathers, interprets, and prepares data for studies, reports and recommendations needed for effective decision-making.
- Perform other duties as required or assigned.

**QUALIFICATIONS:**

This position requires a high-level of technical and professional competency with a proven and verifiable track record of success. Graduation from a two-year technical college with a degree in finance, accounting, or business administration is required. Additionally, the candidate should possess three (3) years of progressive financial management responsibility with experience in a municipal setting or any combination of education and experience needed to meet the qualifications of the position.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Professional maturity and self-confidence to provide administrative insights.
- Ability to firmly and diplomatically present professional views, concerns, and implications of proposed action which may be under consideration, with commitment to impartiality.
- Strong communication, interpersonal, and team building skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Knowledge of State statutes, City ordinances, and City policies pertaining to municipal finance.

- Ability to gather data, investigate and analyze information while being able to draw conclusions and issue recommendations.
- Strong financial management abilities, including understanding of generally accepted accounting principles.
- Ability to maintain confidentiality.
- Ability to make oral presentations to groups of various sizes and compositions.
- Excellent computer skills, specifically in Microsoft Word, Excel, and Outlook.

**Tools and Equipment Used:**

Personal computer, including word processing and spreadsheet, motor vehicle, copy and fax machine, and telephone.

**Work Environment:**

The work is performed primarily in an office environment. Contact with staff, city employees, public and officials is required. Attendance at meetings is required when the nature of the discussion relates to duties of the position.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Equal Opportunity Employer:**

The City of Waupun is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 3/10/20

**TITLE:** 2020 Asphalt bids

**AGENDA SECTION:** BOARD/COMMITTEE/COMMISSION  
RECOMMENDATIONS

**PRESENTER:** Jeff Daane, Director of Public Works

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Follow street plan		

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**ISSUE SUMMARY:**

On February 20, 2020 we opened sealed bids for the City of Waupun asphalt contract. Bid received are:  
Kartechner Brothers LLC for \$183,733.22  
Northeast Asphalt for \$196043.35  
Tri-County Paving for \$221,929.00

The board of Public Works will make a recommendation to the Common Council at its March 10, 2020 meeting.

**STAFF RECOMENDATION:**

I will make recommendation to the Board of Public Works to Accept asphalt bid from Kartechner Brothers LLC for \$183,733.22.

I will provide the Council with the Board of Public Works recommendation at the Common Council meeting.

**ATTACHMENTS:**

Bid Tab

**MOTIONS FOR CONSIDERATION:**

1. Accept asphalt bid from Kartechner Brothers LLC for \$183,733.22
2. Accept asphalt bid from Northeast Asphalt for \$196043.35
3. Accept asphalt bid from Tri-County Paving for \$221,929.00

Kartechner Brothers LLC  
 N11829 County Rd I  
 Waupun, WI 53963

[jordanz@kartechnerbrothers.com](mailto:jordanz@kartechnerbrothers.com)

Northeast Asphalt  
 20 Camelot Dr  
 Fond du Lac, WI 54395

[dmueller@neasphalt.com](mailto:dmueller@neasphalt.com)

Tri-County Paving  
 PO Box 394  
 DeForest, WI 53532

[asackettcp@gmail.com](mailto:asackettcp@gmail.com)

Item No	Item Description	Approx S.Y.	Mill Unit Price	Surface Unit Price	Total Price	Mill Unit Price	Surface Unit Price	Total Price	Mill Unit Price	Surface Unit Price	Total Price
1	<b>2" Profile Mill</b>										
	<b>2" Blacktop Surface (4LT 58-28s)</b>										
	Gateway Dr. (Main toward Fond du Lac St)	7490	\$1.40	\$7.95	\$70,031.50	\$1.50	\$7.80	\$69,657.00	\$1.65	\$8.95	\$79,394.00
	Beaver Dam St (Lincoln to Cth MM)	3274	\$1.40	\$8.07	\$31,004.78	\$1.62	\$7.83	\$30,939.30	\$2.05	\$9.35	\$37,323.60
	Woodland Dr (Cty M to RR Tracks – CITY)	3757	\$1.40	\$7.95	\$35,127.95	\$1.62	\$7.83	\$35,503.65	\$1.70	\$9.00	\$40,199.90
	Woodland Dr (Cty M to RR Tracks – TOWNSHIP)	2112	\$1.40	\$7.95	\$19,747.20	\$1.62	\$7.83	\$19,958.40	\$1.70	\$9.00	\$22,598.40
	<b>TOTAL (Item 1)</b>				\$155,911.43			\$156,058.35			\$179,515.90
2	<b>Asphalt Surface Course (Milled butt joints at all tie-ins are incidental to pricing)</b>	Thickness	SY	Surface Unit	Total Price	Surface Unit Price	Total Price	Surface Unit Price	Total Price		
	Wilcox Park – Walk Path	2.5"	147	\$16.49	\$2,424.03	\$20.00	\$2,940.00	\$30.00	\$4,410.00		
	Wilcox Park – Basketball Court	2.5"	69	\$16.49	\$1,137.81	\$34.00	\$2,346.00	\$30.00	\$2,070.00		
	Tanner Park – Walk Path	2.5"	33	\$16.49	\$544.17	\$61.00	\$2,013.00	\$30.00	\$990.00		
	Zoellner Park – Surface Course	2.5"	120	\$16.49	\$1,978.80	\$31.30	\$3,756.00	\$30.00	\$3,600.00		
	Dodge Park – Walk Path	2.5"	13	\$16.49	\$214.37	\$104.00	\$1,352.00	\$30.00	\$390.00		
	Dodge Park – Basketball Court	2.5"	69	\$16.49	\$1,137.81	\$34.00	\$2,346.00	\$30.00	\$2,070.00		
	Fraser Ln – (Mayfair St going south)	1.5"	900	\$6.14	\$5,526.00	\$7.60	\$6,840.00	\$8.70	\$7,830.00		
	Shaler Dr – (Mayfair St. going south)	1.5"	2420	\$6.14	\$14,858.80	\$7.60	\$18,392.00	\$8.70	\$21,054.00		
	<b>TOTAL (Item 2)</b>				\$27,821.79		\$39,985.00			\$42,414.00	
<b>TOTAL PRICE (Item 1 &amp; 2)</b>			<b>\$183,733.22</b>			<b>\$196,043.35</b>			<b>\$221,929.90</b>		